

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday February 13, 2012 7:00 P.M.
City Hall Building, 8083 Civic Drive Swartz Creek, Michigan 48473**

1. **CALL TO ORDER:**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
 - 4A. Regular Council Meeting of January 23, 2012 MOTION Pg. 8, 13-22
 - 4B. Special Council Meeting of February 2, 2012 MOTION Pg. 8, 23-24
5. **APPROVE AGENDA**
 - 5A. Proposed / Amended Agenda MOTION Pg. 8
6. **REPORTS & COMMUNICATIONS:**
 - 6A. [City Manager's Report](#) (Agenda Item) MOTION Pg. 8, 2-7
 - 6B. Monthly [Police, DPW & Check Ledger](#) Pg. 25, 36, 41
 - 6C. Marathon Bids, Review Letters (Agenda Item) Pg. 45-79
 - 6D. Morrish Bridge Project, Design Engineering Proposal (Agenda Item) Pg. 80-85
 - 6E. View Newspaper (Agenda Item) Pg. 86-88
 - 6F. Shared Services Consulting Proposals (Agenda Item) Pg. 89-192
 - 6G. EVIP Requirements (Agenda Item) Pg. 193-195
 - 6H. Planning Commission, DDA, GAIN Packets Pg. 196-229
 - 6I. Sewer Rehabilitation Project, Winshall Drive Repairs Pg. 230-231, CD
 - 6J. Tax Board of Review Schedule Pg. 232
 - 6K. MPO-CDBG Extension Pg. 233
 - 6L. Tower Lease Purchase Offers Pg. 234-235
 - 6M. Comcast Rate Increase, Channel Notices Pg. 236-237
 - 6N. County Haz Mat Collection Notice-Invoice Pg. 238-239
 - 6O. Legislative Updates Pg. 240-258
7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
 - 8A. Marathon Redevelopment Project RESO. Pg. 9, 45-79
 - 8B. Appropriation, Design Engineering, Morrish Road Bridge Project RESO. Pg. 9, 80-85
 - 8C. Extend Bear Creek Sewer Agreement RESO. Pg. 10, 3
 - 8D. Building Inspector – Code Enforcement Department, Increase RESO. Pg. 10, 4
 - 8E. Establish Elections Receiving Board RESO. Pg. 11, 6
 - 8F. Designation of Publication, City Legal Notices RESO. Pg. 11, 7
 - 8G. Appointment & Appropriation, Shared Services Initiative RESO. Pg. 12, 89-192
9. **MEETING OPENED TO THE PUBLIC:**
 - 9A. General Public Comments
10. **REMARKS BY COUNCILMEMBERS:**
11. **EXECUTIVE SESSION:**
 - 11A. Strategy, Collective Bargaining Agreements RESO. Pg. 12,
- 4
12. **ADJOURNMENT:** MOTION TABLE

City of Swartz Creek
CITY MANAGER'S REPORT
 Regular Council Meeting of Monday February 13, 2012 7:00 P.M.

TO: Honorable Mayor, Mayor Pro-Tem & Council Members
FROM: PAUL BUECHE // City Manager
DATE: 10-February-2012

OLD / ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

- ✓ **MAJOR STREET FUND, TRAFFIC IMPROVEMENTS** (See Individual Category)
 - 2011-2014 T.I.P. APPLICATION** (Resolution)
 Here is a schedule of City projects that are funded or in the queue (shaded).

2011-2014 TIP, PENDING PROJECTS FUNDED & QUEUED (shaded)

Project	Year	Grant	City Match	P.E.	C.E.	Total
Bristol Road @ GM-SPO	2013	\$54,912	\$13,728	\$8,000	\$16,000	\$92,640
Morrish Road Bridge Deck Over Creek	2013	\$584,000	\$132,000*	\$30,000	\$60,000	\$806,000
Miller Between Tallmadge & Dye	Unfunded	\$951,602	\$237,901	\$76,000	\$120,000	\$1,385,503
Miller Between Seymour & Elms	Unfunded	\$1,635,357	\$408,839	\$100,000	\$160,000	\$2,304,196
Totals:		\$3,225,871	\$792,468	\$214,000	\$356,000	\$4,588,339

*Includes Enhancements, Walk-Way & Lighting

As we have discussed, we will begin design this spring on the Morrish Road Bridge Project, including the pedestrian walk and lighting enhancements discussed at the meeting of January 9th, with construction anticipated in 2013. Included with tonight's agenda is a resolution to appropriate design engineering for the Morrish Road Bridge. We are watching bump up projects that may allow one of the Miller Road sections to advance into the funding range.

- ✓ **COUNTY WWS ISSUES PENDING** (See Individual Category)
 - KAREGNONDI WATER AUTHORITY** (Status)
 Pending.
 - SEWER I&I PENALTIES, REHABILITATION** (Status)
 We approved Phase IV of the sewer rehabilitation project (Winshall Drive) at the meeting of July 25th, the cost being \$82,492.50. The TV work has revealed we have one for sure, and possibly a second that will need to be excavated to repair. The first is a broken line that's off-set and the second is a "top down" lead into the main that the connection at the main is crushed. The second may be able to be lined but we must be prepared to excavate if the process fails. We've left the deteriorated areas for now until the ground dries up a bit, in towards summer. This work may get expensive as the mains are in the backyards, which will require the removal of fences and the like in order to get to the problem. To further complicate the matter, one of the problem areas has a garage in our easement, very close to where we have to dig. At any rate, we're getting together a bid package that seeks the "worst scenario" cost. Included with tonight's packet are some arial photographs of the problem area as well as video's on the CD. We'll have additional conversation on this in the near future.

❑ **BEAR CREEK SANITARY SEWER AGREEMENT** (*Resolution*)

As some of the Council may recall, we entered into a three party agreement with the County and Gaines Township to provide sewer services to Bear Creek Subdivision (Morrish south of Hill Road). The agreement provided that the township could use our system to transmit sewage for five years. After that, they had to terminate the connection or pay penalties until such a time as they could terminate. The agreement expired on December 31st. The County has offered to take ownership of the line, inclusive of all maintenance and repairs and leave us full rights to customers, revenues and access. There is a catch. The sewer line crosses the creek above it, and adjacent to the Morrish Road Bridge through the concrete wing walls... the same bridge that we will be designing a repair on in 2012 with construction in 2013 (Critical Bridge Grant). There is a chance that somewhere between the design process and what the MI-DNRE may want, that this line will have to be re-located under the creek. If this happens, it may also need a lift station. I met with the County and offered to extend the Bear Creek Agreement until December 31, 2012 to give us time to get through a grade inspection with MDOT. This will allow us to determine whether the sanitary relocation will even be an issue. I have a resolution included with tonight's program to have the City Attorney draft an addendum to extend the agreement until December 31, 2012.

✓ **MARATHON REDEVELOPMENT PROJECT** (*Resolution*)

Included with tonight's packet are two reviews, one from the City's Planner Mr. Zettel and the second from the City's Traffic Engineer Mr. LaMourie. Neither of the consultants can attend tonight's meeting, however, if we need additional information from them, we can set another special meeting later this week. I've set this for discussion and action, if the Council so chooses. If additional is needed from the consultants, we can postpone action and schedule another special meeting. Here is the schedule:

RFP Issued	September 8, 2011
Pre-Bid Meeting	September 29, 2011 @ 4:00 p.m.
RFP Response Deadline	November 1, 2011 @ 4:00 p.m.
Presentations by Invitation:	February 2, 2012
Council Selection:	February 13, 2012
Purchase Agreement:	February, 2012
Planning Commission Site Plan:	February-March, 2012
Final Site Plan Approval, Develop	
Agreement Approval:	March-April, 2012
Commence Construction:	Spring, 2012

✓ **PERSONNEL & POLICIES & PROCEDURES** (*Status*)

Pending.

✓ **CITY PROPERTIES 5129 & 4438 MORRISH ROAD** (*Status*)

We'll look at a disposition for the house at 4438 Morrish in the spring. The old Blacksmith Shop at 5129 Morrish is gone.

✓ **LABOR CONTRACTS, BUILDING DEPARTMENT** (*Resolutions*)

As a short re-cap, all our labor contracts are frozen. The POLC agreement has been frozen since January 2009, AFSCME since July 2008, the Supervisor's since July 2007 and the City Manager's since December 2004. All our union contracts expire on June 30, 2012. As we all know, there are significant changes to labor law that will impact these contracts, if not sooner than later. For the time being, we've opted out of SB #7,

the 80% - 20% medical split. We've set a series of meetings with our health care broker, MMERS Representative and state union stewards to search for compliant solutions. I am asking the Council for a short executive session to discuss a bit of strategy in the up and coming collective bargaining agreements. I'll try and keep it as short as possible, although Juanita thinks I'm not very good at this.

We have two other "at will" classifications, being our part time police officers and our building inspector. The part time police have been frozen since March 2004 with a change in November 2009 to allow time and a half on holidays. The building inspector is part time, hired in October 2006 when the position was established to replace the full time assessor / building inspector. Contracted positions are the assessor and trade inspector's, being electrical, plumbing and mechanical. With Adam leaving we have a problem with Zoning Administration, Code Enforcement, and to a lesser degree, DDA, Planning Commission and CDBG administration. In short, the building department has been gutted in recent past years. I've got to change this very soon in preparation for Meijer. I've spent a lot of time recently with the staff and Mr. Kehoe and I believe that by increasing the hours of Mr. Kehoe coupled with communication, complaint tracking and paperwork flow changes with the staff, we can manage both the Meijer project and step up code enforcement that has regressed. Mr. Kehoe is willing to leave some of his other community commitments which will allow him to hold a minimum of 20 hours office time per week. He is willing to commit to \$36k per year, capped (meaning that this amount will also include the City's portion of payroll taxes, being 8%-9%). I recommend a part time 20 hour minimum per week that allows for some flex of hours, but generally five days, afternoons. Inspections and other coordination of building activities related to Meijer construction may require a flex of these times. The position would be under an employment agreement, non-union payroll employee with an at will 30 day, no cause either party termination. I have a resolution included with tonight's agenda that authorizes and appropriates. I will have the agreement back within the next meeting or two.

✓ **FIRE DEPARTMENT: CONTRACT & COST RECOVERY** (*Status*)

I've met with the Township and discussed the CIP fund. The Township requests a delay on any further action related to the agreement until after the February Primary Election. They are out for a fire millage and would like to wait until the results of this question are in.

✓ **SPRINGBROOK EAST & HERITAGE ASSOCIATION S.A.D.** (*Status*)

Final cost reconciliation has been completed and is included with tonight's packet. The cost per unit in Springbrook East is \$2,135.50 (64 units) for a total of \$136,672 (\$12,077 under budget). Heritage Village total reconciliation is \$1,311.86 (115 units) for a total of \$150,864 (\$6,817 under budget). Invoices will be mailed out this week giving residents an option to pay in full prior to April 2nd. After this, there will be five equal assessments of \$262.37 for Heritage and \$427.10 for Springbrook, added to the summer tax bill through 2016. Sometime after the April 2nd deadline for full payment, we'll be back to the Council to spread the final fund distribution across the books.

Here is an updated schedule:

June 27th Meeting: Heritage & Springbrook Resolutions Directing Staff to Prepare Reports & Documents

Heritage & Springbrook Resolutions to Accept Findings, Reports, Boundaries & Documents, Place Findings in Clerks Office, Set Public Hearing for July 11, 2011 7:00 PM.

June 28th: Public Hearing Notices Mailed to Property Owners, Ad Scheduled in Newspaper

July 11th Meeting: Public Hearing.

Heritage & Springbrook Resolutions Approving Profiles, Plans & Specifications, Formal Establishment of Special Assessment District, Direct Assessor to Prepare Special Assessment Tax Roll and Report to Council.

Heritage & Springbrook Special Assessment District Roll Received by Council, Resolution of Acceptance, Order of Filing With Clerks Office, Order of Availability for Public Inspection, Set Public Hearing for July 25, 2011 7:00 PM.

July 12th: Public Hearing Notices Mailed to Property Owners, Ad Scheduled in Newspaper

July 25th Meeting: Public Hearing.

Council Confirms Special Assessment Roll, Order Roll Placed on File, Directs Assessor to Post the Assessment Roll, and Directs Treasurer to Collect As Specified.

City Clerk must attach warrant to the Special Assessment roll within 10 days.

Resolute & Sign Construction Contract

Aug 29th - Oct 1st: Construction

Late October: Final Expense Reconciliations, Determine per Unit Cost Adjustments (cannot Exceed Maximum Amount Approved).

January: Invoice Property Owners,

April 2, 2012: Payment Due Monday April 2, 2012.

April 15, 2012: Develop and Adopt Cost Distributions Throughout Funds

June, 2012: Year One of Five Year Cycle for Assessment Against Tax Roll

June, 2016: Last (5th) Installment Due

The City now owns 12 vacant lots in Springbrook and 5 vacant lots in Heritage. All that is owed on them is the assessments as listed above. The deeds (warranty) have been recorded with the County Registrar's Office and placed as tax exempt for the year of 2012. We have a strong interest in just about all of these vacant lots. I am developing a plan as to how we should dispose of them and will be back in the near future to discuss it. We have a couple of housekeeping items left, one being easements for drainage and the second, street dedications to the City's PA Act 51 system. The street dedications are turning out to be a big deal. The City has never had to incorporate a street from a Condo Association. Everything we've done in the past has been from a platted subdivision. This process requires a letter from the associations' attorneys that identifies the association authority to dedicate, followed by a board resolution of dedication. We in turn then have to pass a resolution of acceptance followed by individual resolutions for each street (total of 16) with legal descriptions. We then set them to a map and send it all off to the state and pray they're satisfied. We're working on it.

- ✓ **SIGN ORDINANCE** (*Status*)
Pending draft changes from the meeting of February 2nd.
- ✓ **SHARED SERVICES INITIATIVE** (*Resolution*)
We're ready to go with this. Here's the tabulation on the quotes:

FIRM	PRICE	SPLIT	COMMENT
Michigan Municipal Services	\$39,000	\$13,000	Page 23 of Proposal
Plante-Moran	\$50,000	\$16,667	\$45,000 - \$55,000 Range
Baker-Tilly	\$75,000	\$25,000	Page 33 of Proposal

As you recall, Plante-Moran's Christine Andrysiak gave a presentation to all three municipalities at the meeting of July 20th. Mark Nottley, of Michigan Municipal Services, will be present at tonight's meeting to give a short presentation. He'll be addressing the Mundy Township Board at 7:00 PM and is due at our meeting in the neighborhood of 8:15 PM. Flint Township will be addressing this issue at their meeting of February 20th. Baker-Tilly has submitted a proposal, however, will not be sending a representative. A resolution of appointment and appropriation is included with tonight's agenda.

- ✓ **SCHOOL PERFORMING ARTS CENTER** (*Status*)
The school is finalizing their approvals. We will be signing off on standard compliancy this week. They look to begin construction when the weather permits.
- ✓ **STREET RE-STRIPING & SYMBOLS** (*Status*)
We are going to take the winter to review everything, inclusive of the cold plastic symbols, create a bid, and look to do the work when the weather breaks. The plastic symbols, although desirable and longer lasting, are expensive and the number we have seems to be growing by the year. Having said this, we're going to look at the cost-benefit of buying the heat application equipment to do the symbol's work in-house. We're also going to contact the high traffic volume drives, such as Kroger, with costs to stripe and add Turn Arrows. The logic is to do everything in the early part of the summer which will go a long way in dressing up the appearance of the City.
- ✓ **MEIJER SITE PLAN ADDENDUM** (*Status*)
The Council approved an amended site plan allowing for the construction of a gross square foot store of 192,214 along with related changes to parking, traffic circulation, lighting, landscaping, and signage, all of which have been deemed by the City's staff as minor and within the general concept of the original site plan approval. We are in the process of re-negotiating the development agreement with Meijer. On paid-in capital, Meijer funded improvements capped at \$1,500,000. To date, they have paid \$1,095,000. They owe the City \$52,873, which when invoiced and paid, will put their contribution, to date, for the Morrish project at \$1,147,873. This leaves \$352,127 left to fund traffic lights that *may or will* be needed at the Morrish Road I-69 ramp and at Bristol and Morrish intersection. Construction is scheduled to begin as soon as the weather permits with a planned opening about a year from start.
- ✓ **FIVE-YEAR PARKS & RECREATION PLAN, ELMS PARK PROJECT** (*Status*)
Pending.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

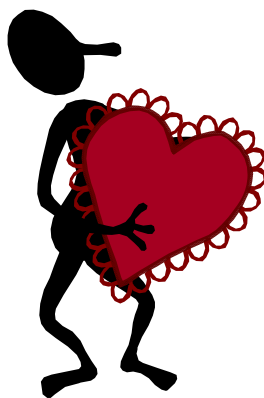
- ✓ **ESTABLISH ELECTIONS RECEIVING BOARD** (*Resolution*)
State statute allows for the creation of an Elections Receiving Board upon resolution of the governing body. The purpose of the Receiving Board is another level of scrutiny in the reconciliation of voters to ballots cast to the poll book ledgers. We have not used the process in the past, but it makes good sense to add the layer on. The Election Commission Board, comprised by statute of the Clerk, Treasurer and Assessor, will appoint the Receiving Board. Included with tonight's agenda is a resolution to establish the board.

✓ **DESIGNATION OF PUBLICATION FOR LEGAL NOTICES** (*Resolution*)

As the Council may have noticed, the Swartz creek News has been discontinued by the Journal. We had used the News for required advertisements as it was significantly cheaper than running them in the Journal. The decision as to which paper we used was based on the type of the notice and the need for additional exposure. In years past we also use the Ad-Visor, which has been discontinued. The View has proven to be a regular publication and is widely, if not totally, circulated in the City. The cost comparative is quite a bit cheaper than the Journal. I've included a resolution to add the View to the City's list of designated publications for City notices.

Council Questions, Inquiries, Requests and Comments

- ❑ *Traffic Lights, Bristol-Miller, GM-SPO.* Pending the direction that GM takes. New traffic counts as to warrants would need to be taken.
- ❑ *Deteriorated Retaining Walls & Planters at City Buildings.* The wall along the north side of the building has been repaired. We are looking at options on some of the other repairs around the site.
- ❑ *Youth Programs in Park.* Looking into this. This item is something that might best be suited for the City's School Liaison Officer. The matter has been referred to the Police Department for review and recommendation.
- ❑ *Veterans Park Memorial, Street Signs.* Pricing has been presented to the committee. They are in the process of evaluating it.
- ❑ *Relocate – Remove Drop Boxes, Kroger & Morrish Road Real Estate Office.* We have made calls on these with promises to remove them. The one at the abandoned real estate office on Morrish is gone. We're still working on Kroger's.
- ❑ *Deteriorated Building, Morrish at CNA Crossing.* Pending.



City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday February 13, 2012 7:00 P.M.

Resolution No. 120213-4A MINUTES – JANUARY 23, 2012

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held January 23, 2012 to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-4B MINUTES – FEBRUARY 2, 2012

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Special Council Meeting held February 2, 2012 to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-5A AGENDA APPROVAL

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of February 13, 2012, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-6A CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the City Manager’s Report of February 13, 2012, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-8A

MARATHON REDEVELOPMENT PROJECT

Motion by Councilmember: _____

I Move the City of Swartz Creek select the project submitted by _____ for redevelopment of the abandoned Marathon, 7026 Miller Road, and further, direct the Staff and City Attorney’s Office to negotiate and prepare a Purchase - Development Agreement, to be brought back to the City Council for review and approval.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-8B

APPROPRIATION, DESIGN ENGINEERING, MORRISH ROAD BRIDGE REPAIR PROJECT

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek is a Local Governmental Unit and recognized Street Authority eligible to receive funding from the Michigan Department of Transportation and the Federal Highway Administration; and,

WHEREAS, the City of Swartz Creek has identified a need to make repairs to the Morrish Road Bridge over the West Branch of the Swartz Creek and further, applied and was awarded funding from the Michigan Department of Transportation’s Local Bridge Funding Program; and

WHEREAS, the City’s engineer has submitted a Design Proposal in the amount of \$29,787.

NOW, THEREFORE, BE IT RESOLVED that the City of Swartz Creek appropriate an amount not to exceed \$29,787 from 202 Major Streets, to the City’s Engineer, Rowe Professional Services Incorporated, to prepare design and construction plans, in accordance with the proposal specifications submitted, for the repair, rehabilitation and enhancements to the deck and pedestrian walkways of the Morrish Road Bridge over the West Branch of the Swartz Creek.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-8C

EXTEND BEAR CREEK SANITARY SEWER AGREEMENT

Motion by Councilmember: _____

I Move the City of Swartz Creek direct the City Attorney to draft an addendum allowing for the extension of the Bear Creek Sanitary Sewer Agreement to December 31, 2012, all other terms to remain in full force and effect, and further, direct the Mayor and City Clerk to execute the addendum on behalf of the City.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-8D

BUILDING INSPECTOR – CODE ENFORCEMENT, INCREASE HOURS

Motion by Councilmember: _____

WHEREAS, the City has identified the need to increase its building and code enforcement departments to compensate for anticipated projects and general code deficiencies; and

WHEREAS, the City has reviewed its options, the most cost efficient and productive being to increase the hours, efficiency and subsequent expenditures of the existing department and inspector(s), the current staffing and budget having been significantly reduced over the past four years due to recession; and

WHEREAS, the City’s Staff has implemented changes to improve efficiency, project and complaint tracking in anticipation of the construction of a large box retailer.

NOW, THEREFORE, I Move the City of Swartz Creek authorize the increase of its Building and Code Enforcement Department as follows:

1. Increase the minimum office hours to 20 per week
2. Compensation to be set and capped at \$36,000 annually, inclusive of employer payroll contributions.
3. Direct the City Manager to negotiate an employment agreement with job description, classification being non-union payroll employee with an at will 30 day, no cause either party termination, agreement to be brought back to the Council for approval
4. Direct the Staff to make necessary budget adjustments to reflect anticipated expenses and revenues related to Building, Zoning and Code Enforcement.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-8E

ESTABLISH ELECTIONS RECEIVING BOARD

Motion by Councilmember: _____

WHEREAS, Michigan Election Law provides in MCL 168.679a that the legislative body of a city, township or village may, by resolution, provide that one or more additional board of election inspectors be appointed to serve as a Receiving Board of Election Inspectors at an election at which the ballots are counted and certified at the precinct; and

WHEREAS, not less than two election inspectors in a precinct, representing each of the major political parties, shall deliver to the Receiving Board for that precinct in a sealed transfer case, the poll book and statement of votes; and

WHEREAS, the Receiving Board shall open the sealed transfer case and review the statement of returns to determine that the number of individuals voting recorded in the poll book equals the number of ballots issued to electors, as shown by the statement of votes, and

WHEREAS, the Election Commission shall appoint a Receiving Board consisting of not less than two election inspectors, with an equal number of election inspectors from each major political party; and

WHEREAS, the City Clerk, as chair of the Election Commission for the City of Swartz Creek, recommends that a Receiving Board be established for all elections held during the 2012 calendar year, beginning with the February 28th Presidential Primary Election.

NOW, THEREFORE, BE IT RESOLVED that the Swartz Creek City Council approves the appointment of a Receiving Board for the 2012 calendar year elections.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-8F

DESIGNATION OF PUBLICATION FOR LEGAL NOTICES

Motion by Councilmember: _____

WHEREAS, the City is required by law to publish notices in a newspaper of general circulation within the corporate limits, from time to time; and

WHEREAS, recent changes in local newspaper media has reduced the City’s options to a single newspaper; and

WHEREAS, a second newspaper has begun circulation within the City, and after several months of observation, the publication meets the criteria for publication of the City’s required legal notices.

NOW, THEREFORE, I Move the City of Swartz Creek add the View Newspaper, Swartz Creek circulation edition, to its authorized list of newspapers of general circulation, and further, authorize the staff to utilize the publication for notices, legal or otherwise, that may from time to time be required by the City.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-8G APPOINTMENT & APPROPRIATION, SHARED SERVICES INITIATIVE

Motion by Councilmember: _____

I Move the City of Swartz Creek appoint _____ as a consultant to conduct a shared services feasibility study for the consolidation of services, focused primarily on public safety, but also including building, zoning, code and assessing, along with Mundy and Flint Townships and contingent upon the participation of Mundy and Flint Townships, and further, appropriate an amount not to exceed \$_____ plus 15% contingency, from General Fund 101, cost representing a one-third split of the total cost of \$_____.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 120213-11A EXECUTIVE SESSION, COLLECTIVE BARGAINING AGREEMENTS, STRATEGY

Motion by Councilmember: _____

I Move the City of Swartz Creek, at the request of the City Manager and in accordance with the Open Meetings Act; enter into Executive Session for the purpose of discussing strategy related to Collective Bargaining Agreements that expire June 30, 2012.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

City of Swartz Creek
Regular Council Meeting Minutes
Of the Meeting Held
Monday January 23, 2012 7:00 P.M.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE COUNCIL MEETING
DATE 01/23/2012

The meeting was called to order at 7:00 p.m. by Mayor Abrams in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance to the Flag.

Councilmembers Present: Abrams, Hicks, Hurt, Krueger, Porath, Shumaker.

Councilmembers Absent: Binder.

Staff Present: City Manager Paul Bueche, City Clerk Juanita Aguilar, DPS Director Tom Svrcek.

Others Present: Steve Shumaker, Boots Abrams, Tommy Butler, Shirley Oliver, Rich Tesner, Sharon Shumaker, Peggy Mattson, Richard Mattson, Lou Fleury, Todd Beedy.

Resolution No. 120123-01

(Carried)

Motion by Councilmember Hurt
Second by Mayor Pro-Tem Krueger

I Move the Swartz Creek City Council excuse the absence of Councilmember Binder due to family commitments.

YES: Hicks, Hurt, Krueger, Porath, Shumaker, Abrams.

NO: None. Motion Declared Carried.

APPROVAL OF MINUTES

Resolution No. 120123-02

(Carried)

Motion by Councilmember Porath
Second by Councilmember Hurt

I Move the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting, held January 9, 2012, to be circulated and placed on file.

YES: Hicks, Hurt, Krueger, Porath, Shumaker, Abrams.

NO: None. Motion Declared Carried.

APPROVAL OF AGENDA

Resolution No. 120123-03

(Carried)

Motion by Mayor Pro-Tem Krueger
Second by Councilmember Hurt

I Move the Swartz Creek City Council approve the Agenda, as printed, for the Regular Council Meeting of January 23, 2012, to be circulated and placed on file.

YES: Hurt, Krueger, Porath, Shumaker, Abrams, Hicks.
NO: None. Motion Declared Carried.

REPORTS AND COMMUNICATIONS:

City Manager's Report

Resolution No. 120123-04

(Carried)

Motion by Councilmember Shumaker
Second by Councilmember Hurt

I Move the Swartz Creek City Council approve the City Manager's Report of January 23, 2012, to be circulated and placed on file.

YES: Krueger, Porath, Shumaker, Abrams, Hicks, Hurt.
NO: None. Motion Declared Carried.

All other reports and communications were accepted and placed on file.

MEETING OPENED TO THE PUBLIC:

City Manager Bueche introduced the new Flint Journal reporter, Nate Orenshall.

COUNCIL BUSINESS:

Approve Amended Site Plan, Meijer, Inc., Tax ID No. 58-36-100-001, 4013 South Morrish Road

Resolution No. 120123-05

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Hurt

WHEREAS, the City of Swartz Creek set up a Planned Unit Development District and approved the construction of a 207,364 square foot Meijer retail outlet store along with

associated special land use permits, waivers and a development agreement on August 14, 2006, resolutions as follow:

Amend Zoning Ordinance, Morrish Road Planned Unit Development District

Resolution No. 060814-06

(Carried)

Motion by Councilmember Hurt,
Second by Mayor Pro-Tem Christie,

WHEREAS, pursuant to the City of Swartz Creek Zoning Ordinance (Section 11.05 c) The City of Swartz Creek Planning Commission has held a public hearing to explain the purpose of the proposed North Morrish Road Conceptual Planned Unit Development Plan and receive public comment; and,

WHEREAS, pursuant to Public Act 207 of 1921 as amended, the Swartz Creek Planning Commission has determined the need to establish a Planned Unit Development District as shown on the proposed City of Swartz Creek Zoning Map, a copy of which is included and attached hereto; and,

WHEREAS, the City of Swartz Creek Planning Commission has reviewed the City of Swartz Creek Master Plan, dated 2004, and based the North Morrish Road Conceptual Planned Unit Development Plan on said Master Plan; and,

WHEREAS, the Swartz Creek Planning Commission has recommended approval to the City Council, the creation of the North Morrish Road Planned Unit Development Plan; and,

WHEREAS, the Swartz Creek City Council has held a Public Hearing and received public comment on the creation of the North Morrish Planned Unit Development District.

NOW, THEREFORE, be it resolved that the Swartz Creek City Council hereby approves and adopts the North Morrish Road Conceptual Planned Unit Development Plan as part of the official Zoning Map for the City of Swartz Creek, a copy of which is attached hereto, to be placed on file with the office of the City Clerk.

YES: Abrams, Christie, Hurt, Plumb, Porath, Shumaker.
NO: None. Motion declared carried.

Final Approval: Final Site Plan Approval, Special Land Uses, Meijer's

Resolution No. 060814-07

(Carried)

Motion by Councilmember Porath,
Second by Councilmember Hurt,

The Swartz Creek City Council approves a Special Land Use Permit for 4013 Morrish Road, Tax ID No. 58-36-100-001, applicant Meijer's, to operate a pharmacy with drive-through lanes, subject to the following conditions and stipulations:

1. LSL Letters dated July 28, 2006 and August 10, 2006.
2. The proposed drive-through includes a rolled curb around the separation island at the west edge of the drive through. In addition, the walkway connecting the seasonal sales area and the garden center will be constructed of stamped concrete.
3. Council approval of the final site plan, sealed and dated August 7, 2006
4. Council adoption of the Zoning Ordinance and Zoning Map.

YES: Abrams, Christie, Hurt, Plumb, Porath, Shumaker.
No: None. Motion declared carried.

Resolution No. 060814-08

(Carried)

Motion by Mayor Pro-Tem Christie,
Second by Councilmember Hurt,

The Swartz Creek City Council approves a Special Land Use Permit for 4013 Morrish Road, Tax ID No. 58-36-100-001, applicant Meijer's, to operate a garden center, subject to the following conditions and stipulations:

1. LSL Letters date July 28, 2006 and August 10, 2006.
2. All garden center deliveries to occur during off hours.
3. Council approval of the final site plan, sealed and dated August 7, 2006
4. Council adoption of the Zoning Ordinance and Zoning Map.

YES: Abrams, Christie, Hurt, Plumb, Porath, Shumaker.
NO: None. Motion declared carried

Resolution No. 060814-09

(Carried)

Motion by Councilmember Shumaker,
Second by Councilmember Hurt,

The Swartz Creek City Council approves a Special Land Use Permit for 4013 Morrish Road, Tax ID No. 58-36-100-001, applicant Meijer's, to operate a gasoline station, subject to the following conditions and stipulations:

1. LSL Letters date July 28, 2006 and August 10, 2006.
2. Preparation of revised mini mart building elevations for administrative review and approval.
3. Council approval of the final site plan, sealed and dated August 7, 2006
4. Council adoption of the Zoning Ordinance and Zoning Map.

YES: Abrams, Christie, Hurt, Plumb, Porath, Shumaker.
NO: None. Motion declared carried.

Resolution No. 060814-10

(Carried)

Motion by Councilmember Plumb,
Second by Councilmember Hurt,

The Swartz Creek City Council approves a Special Land Use Permit for 4013 Morrish Road, Tax ID No. 58-36-100-001, applicant Meijer's, to operate an outdoor storage and sales area within the parking lot, subject to the following conditions and stipulations:

1. LSL Letters date July 28, 2006 and August 10, 2006.
2. Submittal of revisions to the outdoor storage/seasonal sales area, including screening methods, for administrative review and approval.
3. The outdoor storage/seasonal sales shall be in place no more than 5 consecutive months per calendar year.
4. Council approval of the final site plan, sealed and dated August 7, 2006
5. Council adoption of the Zoning Ordinance and Zoning Map.

YES: Abrams, Christie, Hurt, Plumb, Porath, Shumaker.
NO: None. Motion declared carried.

Resolution No. 060814-11

(Carried)

Motion by Councilmember Hurt,
Second by Councilmember Plumb,

The Swartz Creek City Council approves a Special Land Use Permit for 4013 Morrish Road, Tax ID No. 58-36-100-001, applicant Meijer's, to construct and operate a building that exceeds 30,000 square feet, subject to the following conditions and stipulations:

1. LSL Letters date July 28, 2006 and August 10, 2006.
2. Council approval of the final site plan, sealed and dated August 7, 2006
3. Council adoption of the Zoning Ordinance and Zoning Map.

YES: Abrams, Christie, Hurt, Plumb, Porath, Shumaker.
NO: None. Motion declared carried.

Resolution No. 060814-12

(Carried)

Motion by Councilmember Porath,
Second by Councilmember Plumb,

WHEREAS, the City of Swartz Creek Planning Commission and the Swartz Creek City Council has reviewed Phase I of the final Planned Unit Development Site Plan for Meijer, Inc.; and,

WHEREAS, the Planned Unit Development satisfies the eligibility criteria of Section 11.01 of the City of Swartz Creek Zoning Ordinance; and,

WHEREAS, the Planned Unit Development is designed and constructed in a manner harmonious with the character of adjacent property and surrounding areas; and,

WHEREAS, the Planned Unit Development is adequately served by essential public facilities and services, such as roads, pedestrians or bicycle facilities, police and fire protection, drainage systems, water supply, and sewage facilities; and,

WHEREAS, the Planned Unit Development does not have an unacceptable significant adverse effect on the quality of the natural environment in comparison to the impacts associated with a conventional development; and

WHEREAS, after a public hearing wherein the Swartz Creek City Planning Commission heard public comments on the proposed Meijer's Project, associated Special Land Use Permit Applications and the Planned Unit Development District, recommendation was made to the Swartz Creek City Council to approve the project, with conditions and stipulations; and

WHEREAS, the Swartz Creek City Council conducted a public hearing wherein comments from the public were heard on the proposed Meijer's Project, associated Special Land Use Permit Applications and the Planned Unit Development District.

NOW, THEREFORE, the Swartz Creek City Council approves Phase I, final Planned Unit Development Site Plan for Meijer, Inc., 4013 Morrish Road, Tax ID No. 58-36-100-001, subject to the following conditions;

1. The issues identified in LSL letters, dated July 28, 2006 and August 10, 2006, titled be addressed in construction documents for administrative review and approval.
2. Submission of a Development Agreement for Council review and approval.
3. Preparation of revised mini mart building elevations for administrative review and approval.
4. Approval of the waivers identified in LSL Letters dated July 28, 2006 and August 10, 2006
5. The review comments of all other consultants, departments and review agencies.
6. Council adoption of the Zoning Ordinance and Zoning Map.
7. Administrative review and approval of the gas station and mini mart.

YES: Abrams, Christie, Hurt, Plumb, Porath, Shumaker.

NO: None. Motion declared carried.

and;

WHEREAS, on August 11, 2008, the City of Swartz Creek granted Meijer Inc. a site plan extension and an amendment that among other minor items, adjusted the gross square footage downward to 156,544; resolution as follows:

Meijer's Amendment to Final Site Plan

Resolution No. 080811-05

(Carried)

Motion by Mayor Pro-Tem Christie

Second by Councilmember Hurt

WHEREAS, the City of Swartz Creek City Council has reviewed and approved a Planned Unit Development Site Plan, with special land uses for Meijer and,

WHEREAS, the Planned Unit Development satisfies the eligibility criteria of Section 11.01 of the City of Swartz Creek Zoning Ordinance; and,

WHEREAS, the applicant put forth an extended timeline for completion of the project, including possible revisions prior to commencement; and

WHEREAS, the existing Site Plan and all Special Land Uses remain valid contingent upon any revisions.

NOW, THEREFORE, the Swartz Creek City Council approves the Site Plan Amendment for a downsizing and layout alternation of the Meijer Store to be constructed at, 4013 Morrish Road, Tax ID No. 58-36-100-001, applicant Michael Kinstle (Meijer Inc.), as illustrated in the site plan dated July 30, 2008, subject to the following conditions and stipulations:

- 1.) Identified waivers in the staff SPR review letter dated August 1, 2008 are approved by City Council.
- 2.) Approval by the City Council of a planned unit development agreement.
- 3.) Comments by Rowe Engineering and other permitting agencies are addressed.
- 4.) Meijer Inc. is to provide \$1,500,000 towards the Morrish Road improvements as need for completion of Phase I.

Discussion Took Place.

YES: Shumaker, Abrams, Christie, Hurt.

NO: None. Motion Declared Carried.

and;

WHEREAS, the City completed improvements to Morrish Road in September 2010, the improvements designed to service the Meijer retail store and other future developments, Meijer Inc. contributing \$1,500,000 towards the construction; and

WHEREAS, Meijer applied and was granted SEC permits from the Genesee County Surface Water Management Division in September 2011 and constructed detention and land balancing, completing the work in November 2011; and

WHEREAS, Meijer submitted a request for an amended site plan that includes an increase to 192,214 gross square feet of the primary structure, with related changes to parking, traffic circulation, lighting, landscaping, and signage, all of which have been deemed by the City's staff as minor and within the general concept of the original site plan approval, the matter being heard by the City's Planning Commission on January 10, 2012 with recommendation to the City Council for approval, Planning Commission Resolution as follows:

***WHEREAS**, the City of Swartz Creek Planning Commission has reviewed and approved a Planned Unit Development Site Plan, with special land uses for Meijer and,*

***WHEREAS**, the Planned Unit Development satisfies the eligibility criteria of Section 11.01 of the City of Swartz Creek Zoning Ordinance; and,*

***WHEREAS**, the applicant put forth an extended timeline for completion of the project, including possible revisions prior to commencement; and,*

***WHEREAS**, the applicant has commenced and finished site work for the project before expiration of the timeline as outlined in the existing development agreement, including over \$1 million dollars towards road improvements and the onsite drainage detention areas; and,*

***WHEREAS**, the existing Site Plan and all Special Land Uses remain valid and vested for the applicant; and,*

***WHEREAS**, the applicant is proposing a site plan amendment that includes an increase in the size of the primary structure, with related changes to parking, traffic circulation, lighting, landscaping, and signage; and,*

***NOW, THEREFORE**, the Swartz Creek City Planning Commission recommends approval of the Site Plan Amendment for a resizing and layout alternation of the Meijer Store to be constructed at, 4013 Morrish Road, Tax ID No. 58-36-100-001, applicant Michael Kinstle (Meijer Inc.), as illustrated in the site plan dated December 15, 2011, subject to the following conditions and stipulations:*

- 1.) Identified waivers in the staff SPR review letter dated August 1, 2008 shall remain in force as incidentally amended herein, as shall special use permits, and other prior conditions not otherwise noted in the revised site plan.*
- 2.) Approval by the City Council of a revised planned unit development agreement.*
- 3.) Comments by Rowe Engineering and other permitting agencies are addressed.*

NOW, THEREFORE, I Move the City of Swartz Creek accept the recommendation of the Planning Commission and approve the Site Plan Amendment for a resizing and layout alteration of the Meijer Store to be constructed at 4013 Morrish Road, Tax ID No. 58-36-100-001, applicant Michael Kinstle (Meijer Inc.), as illustrated in the site plan dated December 15, 2011, subject to the following conditions and stipulations:

- 1.) Identified waivers in the staff SPR letter dated August 1, 2008 shall remain in force as incidentally amended herein, as shall special use permits, and other prior conditions not otherwise noted in the revised site plan.
- 2.) Approval by the City Council of a revised planned unit development agreement.
- 3.) Comments by Rowe Engineering and other permitting agencies are addressed.

Discussion Ensued.

YES: Porath, Shumaker, Abrams, Hicks, Hurt, Krueger.
NO: None. Motion Declared Carried.

Final Authorization, Police Carry & Use of Non-Lethal Conductive Energy Weapons (A.K.A. Taser)

Resolution No. 120123-06

(Carried)

Motion by Councilmember Hurt
Second by Mayor Pro-Tem Krueger

WHEREAS, the City Council has considered testimony from the Chief of Police on his recommendation for the purchase, carrying and use of non-lethal conductive energy weapons, more commonly referred to by the brand name “Taser”, by the City’s Police Force; and

WHEREAS, the City Council has determined that the purchase, issuance, carrying and use of such weapons is warranted and will provide an additional safety option to the City’s Police Officers; and

WHEREAS, the City Council passed a resolution at the meeting of October 24, 2011 authorizing the purchase, carrying and use of non-lethal conductive energy weapons, resolution as follows:

Appropriation, Purchase Non Lethal Conductive Energy Weapons (Taser)

Resolution No. 111024-06

(Carried)

Motion by Councilmember Hurt
Second by Councilmember Hicks

WHEREAS, the City finds that authorizing the issue and use of Electronic Control Devices, also known by the brand name Taser, to its Police Officers will provide an effective tool in managing un-cooperative and unruly subjects and further, provide additional protection and safety to officers and the citizens they protect; and

WHEREAS, there are several manufactures of such non lethal weapons, however, the choice by the majority of Police Departments and the recommendation of the City’s Chief of Police is “Taser” X-2; and

WHEREAS, the manufacturer’s distribution of these weapons is territorial, meaning that a single vendor is responsible for an entire state or grouping of states which eliminates the option for competitive bids; and

WHEREAS, the City’s purchasing ordinance provides for competitive and cooperative bids, but also allows for exceptions in certain circumstances, text as follows: Chapter 2, Article VI, Division 3, Sec 2-402(a), 2, i & ii “...The city council may, at the request of the city manager, authorize the city manager to negotiate a contract for the purchase of any product, material or service with a provider of such product, material or service without regard to the requirements of this section relative to purchases where the city council finds:

- i. Due to circumstances beyond the control of the city, the market for such product, material or service is not competitive even though such product, material or service is normally competitive in nature; and
- ii. The economic interests of the city are best served by negotiating a contract with a provider of the product, material or service without requesting sealed bids.”; and

WHEREAS, the City finds that the market for such product is not competitive even though such product, material or service is normally competitive in nature.

NOW, THEREFORE, I Move the City of Swartz Creek authorize the issue, carrying and use of Electronic Control Devices, more commonly known as “Taser’s”, to its Police Officers, stipulating:

1. Creation of a policy for training and use, policy to conform to the Michigan Commission on Law Enforcement Standards (MCOLES), the Michigan Municipal League’s (MML) Risk Management and the manufacture’s recommendations.
2. Policy to be integrated into the Police Departments policy on the use of force, the entire policy to be reviewed and edited by the City Attorney’s Office and upon completion, to be brought back before the Council for final approval.

BE IT FURTHER RESOLVED, that the City appropriate an amount not to exceed \$4,012 plus 10% contingency to Michigan Taser Distributing of South Lyon Michigan, for the purchase of three X-2 Taser units and accessories, in accordance with the bid specifications, funds to be appropriated from 101 General Fund, and further, direct the staff to make any necessary budget adjustments and journal entry postings in the City's Ledger.

Discussion Took Place.

YES: Shumaker, Abrams, Hicks, Hurt, Krueger, Porath.
NO: None. Motion Declared Carried.

WHEREAS, the Chief of Police has reviewed the Police Departments entire force and force continuum policy and in working with the Michigan Municipal League's Law Enforcement Risk Management Section, has developed a policy that is based on MML suggested policies for force and have integrated the carrying, issuance, use and training for non-lethal conductive energy weapons into the policy; and

WHEREAS, the draft policy has been reviewed and approved by City Attorney Mike Gildner.

NOW, THEREFORE, I Move the City Council authorize the carrying, issuance and use of non-lethal conductive energy weapons (Taser's) by the City's Police Officers, in accordance with law, policy, rules and regulations, and/or as such policy may be updated from time to time by State Statute, the Michigan Municipal League's Law Enforcement Risk Management Section, County Prosecuting Attorney's Office or City Attorney's Office.

Discussion Ensued.

YES: Shumaker, Abrams, Hicks, Hurt, Krueger, Porath.
NO: None. Motion Declared Carried.

Appropriation, Five-Year Park & Recreation Plan

Resolution No. 120123-07

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Hurt

I Move the City of Swartz Creek appropriate an amount not to exceed \$5,900 to the City Engineer, Rowe Professional Services Inc., for the preparation of the City's five-year Parks & Recreation Plan, in accordance with the proposal attached hereto, and further, upon completion, review and recommendation from the City's Park and Recreation Board, submit the plan to the City Council for final review and approval.

Discussion Took Place.

YES: Abrams, Hicks, Hurt, Krueger, Porath.
NO: Shumaker. Motion Declared Carried.

Addendum, Consumer's Energy Streetlight Contract

Resolution No. 120123-08

(Carried)

Motion by Councilmember Porath
Second by Councilmember Hurt

I Move the City of Swartz Creek approve an addendum to the Consumer's Energy Streetlight Contract, for the replacement of a streetlight at 5188 Winshall Drive, reference Consumer's work order #16400420, and further, direct the Mayor and City Clerk to endorse the addendum on behalf of the City

Discussion Ensued.

YES: Hicks, Hurt, Krueger, Porath, Shumaker, Abrams.
NO: None. Motion Declared Carried.

Springbrook Colony Utility Agreement

(Discussion Topic)

City Manager Bueche spoke about a letter from the Springbrook Association in reference to utilities transfer.

MEETING OPENED TO THE PUBLIC:

Shirley Oliver, Springbrook Colony president, asked what Councilmember Porath meant when he said "they get all the breaks." Mr. Porath clarified that he meant that it was the developers that wanted all the breaks.

Tommy Butler, 40 Somerset, spoke about the Morrish Road and Bristol Road intersection. Mr. Butler stated that it is a dangerous intersection. Mr. Butler spoke about the plans for the parks, stating that there seemed to be no specific plan. Mr. Butler spoke about an article in the paper about a large water bill for the BP station that closed. Mr. Butler questioned why the City would let the water bill get so far behind.

Boots Abrams, 5352 Greenleaf Dr., stated that the Women's Club is having a chili dinner Friday, February 10th, with the proceeds benefiting the parks.

Todd Beedy, 8216 Burkeshire, thanked Mayor Pro-Tem Krueger for attending the Chamber meetings. Mr. Beedy spoke about the City being more involved in the Chamber.

Jim Florence, 4296 Springbrook, spoke about the Springbrook utilities agreement, stating that he doesn't believe anything has been resolved.

REMARKS BY COUNCILMEMBERS:

Councilmember Hicks thanked the City Council for supporting the Park Board.

Councilmember Shumaker spoke to the Morrish/Bristol Road traffic issue. Mr. Shumaker thanked the Mayor for allowing his remarks in regards to modular homes. Mr. Shumaker stated that he is a supporter of the parks, being on the Park Board for many years.

Councilmember Porath stated that he would not apologize for bringing up discussion on things that people don't agree with or can't come to agreement on. Mr. Porath asked for explanation

on why it was so hard to come to an agreement on the Springbrook issue. Mr. Porath stated that he agrees with Councilmember Shumaker in that the State should be helping the City with more money for the parks.

Adjournment

Resolution No. 120123-09

(Carried)

Motion by Mayor Pro-Tem Krueger
Second by Councilmember Shumaker

I Move the City of Swartz Creek adjourn the Regular Session of the City Council meeting at 8:35 p.m.

YES: Unanimous Voice Vote.
NO: None. Motion Declared Carried.

Richard Abrams, Mayor

Juanita Aguilar, City Clerk

City of Swartz Creek
Special Council Meeting Minutes
Of the Meeting Held
Thursday February 2, 2012 6:00 P.M.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE SPECIAL COUNCIL MEETING
DATE 02/2/2012

The special meeting was called to order at 6:00 p.m. by Mayor Abrams in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance to the Flag.

Councilmembers Present: Abrams, Binder, Hicks, Hurt, Krueger, Porath, Shumaker.

Councilmembers Absent: None.

Staff Present: City Manager Paul Bueche, City Clerk Juanita Aguilar, Adam Zettel.

Others Present: Dan Atkinson, Boots Abrams, Tommy Butler, Adam Atkinson, Bob Plumb, Richard Mattson, Sharon Shumaker, Jim Florence, Joe Perreault, Diane Perreault, Ron Schultz, Peter Stonk, Bud Grimes, Mark Nemer.

REPORTS AND COMMUNICATIONS:

City Manager's Report

Resolution No. 120202-01

(Carried)

Motion by Councilmember Porath
Second by Councilmember Hurt

I Move the Swartz Creek City Council approve the City Manager's Report of February 2, 2012, to be circulated and placed on file.

YES: Binder, Hicks, Hurt, Krueger, Porath, Shumaker, Abrams.
NO: None. Motion Declared Carried.

All other reports and communications were accepted and placed on file.

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

Corlin Builders Saab Proposal, Tentative Tim Horton's (Presentation)

Mark Nemer made a presentation, as a consultant to Corlin Builders, for the construction of a Tim Horton's.

Isaac Proposal, Law Office (Presentation)

Mr. Isaac made a presentation to construct a law office at the old Marathon site.

Holiday Shores-Atkinson Construction Proposal, Biggby Coffee (Presentation)

Dan Atkinson made a presentation to construct a Biggby Coffee Shop on the site. Mike McFall spoke on behalf of Biggby Coffee.

City Manager Bueche explained that the next steps will be for the City's contract Planner Adam Zettel to review the submissions and have the City's Engineer Pete LaMourie review the proposals and give a written opinion.

Sign Ordinance (Discussion Topic)

Adam Zettel and City Manager Bueche spoke about the sign ordinance and issues with pylon signs.

MEETING OPENED TO THE PUBLIC:

Tommy Butler, 40 Somerset, spoke about the sign issue. Mr. Butler stated that he liked all of the ideas for the old Marathon site.

Mr. Essex expressed some concerns at the presentations.

Adjournment

Resolution No. 120202-02 (Carried)

Motion by Councilmember Hurt
Second by Councilmember Shumaker

I Move the City of Swartz Creek adjourn the Special Session of the City Council meeting at 7:20 p.m.

YES: Unanimous Voice Vote.
NO: None. Motion Declared Carried.

Richard Abrams, Mayor

Juanita Aguilar, City Clerk

SWARTZ CREEK POLICE DEPARTMENT
MOTOR POOL RENTAL HOURS
JANUARY 2012

	<u>101-301-941</u>	<u>101-302-941</u>	<u>101-303-941</u>	<u>101-304-941</u>
#05-168	17	0	0	0
#05-649	47	0	0	0
#07-375	190	6	0	0
#05-275	100	6	0	2
#09-401	0	0	96	0
#09-226	77	8	0	0
#10-161	198	4	0	0
TOTAL	629	24	96	2

Ticket Ledger Report

Report Criteria:

Ticket Type	Officer	Start Date	End Date
Traffic	All	01/01/2012	01/31/2012

Number	Name	Date	Location	Description	Officer	Fine
T-1184124-A		01/01/12	MILLER NEAR FAIRCHILD	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1184124-B		01/01/12	MILLER NEAR FAIRCHILD	TINTED WINDOWS/NO WINDSHIEI		
T-1184124-C		01/01/12	MILLER NEAR FAIRCHILD	NO PROOF INSURANCE/POSSESE		
T-1212286		01/01/12	WB I-69 NEAR MORRISH	EXCEEDED POSTED SPEED LIMIT		
T-1212778		01/02/12	MILLER NEAR MORRISH	NO TAIL/BRAKE LIGHTS		
				NO PROOF INSURANCE/POSSESE		
T-1212768-A		01/02/12	ELMS NEAR MILLER	EXCEEDED POSTED SPEED LIMIT		
T-1212769		01/02/12	MILLER NEAR MORRISH	WHITE LIGHT TO REAR		
T-1212779		01/03/12	MILLER NEAR FAIRCHILD	HEADLIGHTS		
T-1183745-A		01/03/12	MILLER NEAR HOLLAND	SUSP/REVOKED/NEVER APPL.		
T-1183745-B		01/03/12	MILLER NEAR HOLLAND	HEADLIGHTS		
T-1212770		01/04/12	SEYMOUR AT OAKVIEW	SUSP/REVOKED/NEVER APPL.		
T-1212771		01/04/12	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1183927		01/05/12	MORRISH AT I-69	RIGHT OF WAY AT INTERSECTION		
T-1212287		01/06/12	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1212288		01/06/12	MORRISH NEAR MARY ST	HEADLIGHTS		
T-1212780		01/06/12	I-69 NEAR MILLER	FAIR TO STOP FOR STOP SIGN		
T-1212730		01/06/12	MORRISH NEAR I-69	EXCEEDED POSTED SPEED LIMIT		
T-1212781		01/07/12	MILLER NEAR SCHOOL	EXCEEDED POSTED SPEED LIMIT		
T-1184125		01/07/12	ELMS NEAR YARMY	NO TAIL/BRAKE LIGHTS		
T-1212782		01/08/12	I-69 AT MORRISH	NO PROOF INSURANCE/POSSESE		
T-1212783-A		01/08/12	MILLER NEAR BRISTOL	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1212783-B		01/08/12	MILLER NEAR BRISTOL	NO INSURANCE ON VEHICLE		
T-1184146-A		01/09/12	BRISTOL NEAR MILLER	EXCEEDED POSTED SPEED LIMIT		
T-1184146-B		01/09/12	BRISTOL NEAR MILLER	NO PROOF INSURANCE/POSSESE		
T-1212784		01/12/12	MILLER NEAR MAYA	HEADLIGHTS		
T-1184147-A		01/12/12	MORRISH NEAR I-69	EXCEEDED POSTED SPEED LIMIT		
T-1184147-B		01/12/12	MORRISH NEAR I-69	NO PROOF INSURANCE/POSSESE		
T-1212785		01/12/12	SEYMOUR NEAR OAKVIEW	EXCEEDED POSTED SPEED LIMIT		
T-1212772		01/14/12	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1212773		01/14/12	MORRISH NEAR APPLE CREEK	SEAT BELT DRIVER/PASSENGER		
T-1212289-A		01/15/12	ELMS NEAR MAPLE	OWI		
T-1212289-B		01/15/12	ELMS NEAR MAPLE	DISREGARDED TRAFFIC SIGNAL/A		
T-1212289-C		01/15/12	ELMS NEAR MAPLE	OPEN INTOX IN VEH.		
T-1212290-A		01/16/12	SPRINGBROOK COLONY – CROSS I	FAIL TO CHANGE ADDRESS		
T-1212290-B		01/16/12	SPRINGBROOK COLONY – CROSS I	NO PROOF INSURANCE/POSSESE		
T-1212290-C		01/16/12	SPRINGBROOK COLONY – CROSS I	TINTED WINDOWS/NO WINDSHIEI		
T-1212786		01/16/12	MILLER NEAR WINSTON	NO TAIL/BRAKE LIGHTS		
T-1184148-B		01/16/12	MORRISH NEAR MILLER	TAIL LIGHTS (DEFECTIVE, IMPROI		
T-1183747		01/16/12	MILLER NEAR FAIRCHILD	NO PROOF INSURANCE/POSSESE		
T-1183746		01/16/12	MILLER NEAR ELMS	HEADLIGHTS		
T-1184149-		01/16/12	I-69 AT MORRISH	FAIR TO STOP FOR STOP SIGN		
T-1183748		01/17/12	MILLER AT WINSTON	NO TAIL/BRAKE LIGHTS		
T-1212787		01/17/12	MORRISH RD	EXCEEDED POSTED SPEED LIMIT		
T-1212788		01/17/12	MILLER NEAR FAIRCHILD	DISREGARDED TRAFFIC SIGNAL/A		
T-1212775		01/18/12	MILLER NEAR FREDERICK	IMPROPER USE OF REGISTRATIO		

Tickets so far: 45	Charges so far: 46	Fines Subtotal:	0.00
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Ticket Ledger Report

Report Criteria:

Ticket Type	Officer	Start Date	End Date			
Traffic	All	01/01/2012	01/31/2012			

Number	Name	Date	Location	Description	Officer	Fine
T-1212774		01/18/12	MILLER NEAR FREDERICK	IMPROPER USE OF REGISTRATIO		
T-1212501		01/18/12	WINCHESTER VILLAGE -- CAPPY NE	SEAT BELT DRIVER/PASSENGER		
T-1212502		01/18/12	MORRISH NEAR MILLER	SEAT BELT DRIVER/PASSENGER		
T-1212504		01/18/12	MILLER AT FORD	SEAT BELT DRIVER/PASSENGER		
T-1212503		01/18/12	MILLER AT FORD	SUSP/REVOKED/NEVER APPL.		
T-1212789		01/20/12	MORRISH NEAR MILLER	NO TAIL/BRAKE LIGHTS		
T-1184148-A		01/20/12	MILLER NEAR MORRISH	HEADLIGHTS		
T-1212505		01/20/12	KROGER PARKING LOT -- MILLER, 7	PARKED IN HANDICAP SPACE		
T-1184150-A		01/21/12	MILLER NEAR ELMS	HEADLIGHTS		
T-1184150-B		01/21/12	MILLER NEAR ELMS	TINTED WINDOWS/NO WINDSHIEI		
T-1212790		01/22/12	MILLER NEAR MAYA	HEADLIGHTS		
T-1212291		01/22/12	I-69 NEAR MORRISH	EXCEEDED POSTED SPEED LIMIT		
T-1212292		01/23/12	I-69 NEAR SEYMOUR	NO PROOF INSURANCE/POSSESE		
T-1212506		01/24/12	ELMS NEAR YARMY	HEADLIGHTS		
T-1212507		01/24/12	ELMS NEAR YARMY	NO OPS IN POSSESSION		
T-1212508		01/24/12	BRISTOL NEAR MORRISH	EXCEEDED POSTED SPEED LIMIT		
T-1212509		01/24/12	MORRISH NEAR MILLER	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1212791		01/25/12	ELMS NEAR YARMY	EXCEEDED POSTED SPEED LIMIT		
T-1212792		01/26/12	ELMS AT MILLER	DISREGARDED TRAFFIC SIGNAL/A		
T-1212510		01/26/12	MILLER NEAR MORRISH	SEAT BELT DRIVER/PASSENGER		
T-1212511-A		01/26/12	MILLER NEAR MORRISH	SEAT BELT DRIVER/PASSENGER		
T-1212511-B		01/26/12	MILLER NEAR MORRISH	NO TAIL/BRAKE LIGHTS		
T-1212293		01/27/12	MORRISH NEAR MILLER	FAIL TO SIGNAL TURN		
T-1212294		01/27/12	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1212295		01/28/12	MORRISH NEAR CHURCH	EXCESSIVE FUMES/SM.		
T-1212296		01/28/12	MILLER NEAR BRISTOL	NO PROOF INSURANCE/POSSESE		
T-1212513		01/29/12	I-69 NEAR MORRISH	HEADLIGHTS		
T-1212514		01/29/12	I-69 NEAR MILLER	EXCEEDED POSTED SPEED LIMIT		
T-1212515		01/29/12	I-69 NEAR MORRISH	SUSP/REVOKED/NEVER APPL.		
T-1212297-A		01/29/12	MILLER NEAR MORRISH	SUSP/REVOKED/NEVER APPL.		
T-1212297-B		01/29/12	MILLER NEAR MORRISH	TAIL LIGHTS (DEFECTIVE, IMPROI		
T-1212793		01/30/12	BRISTOL NEAR HERITAGE	EXCEEDED POSTED SPEED LIMIT		
T-1212794		01/30/12	ELMS NEAR PARKRIDGE	EXCEEDED POSTED SPEED LIMIT		
T-1212795		01/31/12	MORRISH NEAR APPLE CREEK	EXCEEDED POSTED SPEED LIMIT		
T-1212796		01/31/12	MILLER NEAR BRISTOL	CARELESS DRIVING		
Tickets Total: 80		Charges Total: 81		Fines Total:	0.00	

Uniform Crime Report

Report Criteria:

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	JAN 2011	JAN 2012	YR TO DATE
0100-0	Sovereignty	0	0	0
0200-0	Military	0	0	0
0300-0	Immigration	0	0	0
0900-1	Murder/Non-negligent Manslaughter (Voluntary)	0	0	0
0900-2	Negligent Homicide/Manslaughter (Involuntary)	0	0	0
0900-3	Negligent Homicide - Vehicle/Boat/Snowmobile/ORV	0	0	0
0900-4	Justifiable Homicide	0	0	0
1000-1	Kidnapping/Abduction	0	0	0
1000-2	Parental Kidnapping	0	0	0
1100-1	Sexual Penetration Penis/Vagina - CSC 1st Degree	0	0	0
1100-2	Sexual Penetration Penis/Vagina - CSC 3rd Degree	0	0	0
1100-3	Sexual Penetration Oral/Anal - CSC 1st Degree	0	0	0
1100-4	Sexual Penetration Oral/Anal - CSC 3rd Degree	0	0	0
1100-5	Sexual Penetration Object - CSC 1st Degree	0	0	0
1100-6	Sexual Penetration Object - CSC 3rd Degree	0	0	0
1100-7	Sexual Contact Forcible - CSC 2nd Degree	0	0	0
1100-8	Sexual Contact Forcible - CSC 4th Degree	0	0	0
1200-0	Robbery	1	0	0
1300-1	Non-Aggravated Assault	7	3	3
1300-2	Aggravated/Felonious Assault	0	0	0
1300-3	Intimidation/Stalking	2	1	1
1400-0	Abortion	0	0	0
2000-0	Arson	0	0	0
2100-0	Extortion	0	0	0
2200-1	Burglary - Forced Entry	1	3	3
2200-2	Burglary - Entry Without Force (Intent to Commit)	1	0	0
2200-3	Burglary - Entry Without Authority With or Without Force (No Intent)	0	0	0
2200-4	Possession of Burglary Tools	0	0	0
2300-1	Larceny - Pocketpicking	0	0	0
2300-2	Larceny - Purse Snatching	0	0	0
2300-3	Larceny - Theft from Building	2	0	0
2300-4	Larceny - Theft from Coin-Operated Machine/Device	0	0	0
2300-5	Larceny - Theft from Motor Vehicle	1	0	0
2300-6	Larceny - Theft of Motor Vehicle Parts/Accessories	0	0	0
2300-7	Larceny - Other	1	1	1
2400-1	Motor Vehicle Theft	0	0	0
2400-2	Motor Vehicle as Stolen Property	0	0	0
2400-3	Motor Vehicle Fraud	0	0	0
2500-0	Forgery/Counterfeiting	1	0	0
2600-1	Fraud - False Pretense/Swindle/Confidence Game	0	0	0
2600-2	Fraud - Credit Card/Automatic Teller Machine	0	1	1
2600-3	Fraud - Impersonation	0	1	1
2600-4	Fraud - Welfare Fraud	0	0	0
2600-5	Fraud - Wire Fraud	0	0	0
2600-6	Fraud - Bad Checks	0	0	0
2700-0	Embezzlement	0	0	0
2800-0	Stolen Property	1	0	0

Uniform Crime Report

Report Criteria:

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	JAN 2011	JAN 2012	YR TO DATE
2900-0	Damage to Property	1	4	4
3000-1	Retail Fraud - Misrepresentation	0	0	0
3000-2	Retail Fraud - Theft	0	0	0
3000-3	Retail Fraud - Refund/Exchange	0	0	0
3500-1	Violation of Controlled Substance - Act	1	0	0
3500-2	Narcotic Equipment Violations	0	0	0
3600-1	Sexual Penetration Non-forcible - Blood/Affinity (CSC 1st/3rd Degr)	0	0	0
3600-2	Sexual Penetration Non-forcible - Other (CSC 1st and 3rd Degree)	0	0	0
3600-3	Peeping Tom	0	0	0
3600-4	Sex Offense - Other	0	0	0
3700-0	Obscenity	0	0	0
3800-1	Family - Abuse/Neglect Nonviolent	0	0	0
3800-2	Family - Non-Support	0	0	0
3800-3	Family - Other	0	1	1
3900-1	Gambling - Betting/Wagering	0	0	0
3900-2	Gambling - Operating/Promoting/Assisting	0	0	0
3900-3	Gambling - Equipment Violations	0	0	0
3900-4	Gambling - Sports Tampering	0	0	0
4000-1	Commercialized Sex - Prostitution	0	0	0
4000-2	Commercialized Sex- Assisting/Promoting Prostitution	0	0	0
4100-1	Liquor License - Establishment	0	0	0
4100-2	Liquor Violations - Other	0	0	0
4200-0	Drunkenness - Except OUIL	0	0	0
4800-0	Obstructing Police	0	0	0
4900-0	Escape/Flight	0	0	0
5000-0	Obstructing Justice	2	4	4
5100-0	Bribery	0	0	0
5200-1	Weapons Offense - Concealed	0	0	0
5200-2	Weapons Offense - Explosives	0	0	0
5200-3	Weapons Offense - Other	0	0	0
5300-1	Disorderly Conduct	0	0	0
5300-2	Public Peace - Other	0	0	0
5400-1	Hit & Run Motor Vehicle Accident	2	1	1
5400-2	Operating Under the Influence of Liquor or Drugs (OUIL or OUID)	2	1	1
5400-3	Driving Law Violations	4	7	7
5500-0	Health and Safety	0	0	0
5600-0	Civil Rights	0	0	0
5700-1	Trespass	0	0	0
5700-2	Invasion of Privacy - Other	0	0	0
5800-0	Smuggling	0	0	0
5900-0	Election Laws	0	0	0
6000-0	Antitrust	0	0	0
6100-0	Tax/Revenue	0	0	0
6200-0	Conservation	0	0	0
6300-0	Vagrancy	0	0	0
7000-0	Juvenile Runaway	0	0	0
7300-0	Miscellaneous Criminal Offense	0	0	0

Uniform Crime Report

Report Criteria:

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	JAN 2011	JAN 2012	YR TO DATE
7500-0	Solicitation (All Crimes Except Prostitution)	0	0	0
7700-0	Conspiracy	0	0	0
8900-1	SERVICE OF COMMISSION PAPERS	0	0	0
8900-2	UNAUTHORIZED TRANSPORTATION	0	0	0
8900-3	VIOLATION OF RULES/REGISTRATION	0	0	0
8900-4	WARRANTS	0	0	0
8900-5	MOTOR CARRIER SAFETY RULES	0	0	0
8900-6	INSPECTIONS OF HOMES TO BE MOVED	0	0	0
8900-7	MIGRANT AGRICULTURE WORKERS TRANSP	0	0	0
8900-9	ALL OTHER MOTOR CARRIER VIOLATIONS	0	0	0
9100-1	DELINQUENT MINOR	0	0	0
9100-2	RUNAWAYS	0	0	0
9200-1	DIVORCE AND SUPPORT	0	0	0
9200-2	INCAPACITATION	0	0	0
9200-3	WALK-AWAY - MENTAL INSTITUTIONS ETC	0	0	0
9200-4	ORDER FOR PICKUP AND EXAMINATION	0	0	0
9200-5	CIVIL INFRACTION - ALCOHOL POSSES.	0	0	0
9300-1	Property Damage Accident/Personal Injury	8	12	12
9300-2	NON-TRAFFIC PDA	5	4	4
9300-3	TRAFFIC VIOLATIONS/CIVIL INFRACTION	0	0	0
9300-4	TOWED VEHICLE	0	0	0
9300-5	TRAFFIC HAZARD/ABANDONED VEHICLE	0	0	0
9300-6	TRAFFIC POLICING	0	0	0
9400-1	FALSE ALARM ACTIVATION	0	0	0
9400-2	VALID ALARM ACTIVATION	0	0	0
9400-3	REST AREA/ROADSIDE PARK VIOLATIONS	0	0	0
9500-1	ACCIDENTAL FIRE	0	0	0
9500-2	ACCIDENTAL EXPLOSION	0	0	0
9500-4	OPEN BURNING	0	0	0
9500-6	FIRE-HAZARDOUS CONDITIONS	0	0	0
9700-0	ACCIDENTAL SHOOTING	0	0	0
9700-5	ACCIDENTAL DEATH-WATER	0	0	0
9700-6	ACCIDENT - ALL OTHER	0	0	0
9800-2	RECOVERED PROPERTY	0	0	0
9800-3	PROPERTY INSPECTION	0	0	0
9800-4	OTHER INSPECTIONS/WEAPONS	8	5	5
9800-5	ALARMS	0	0	0
9800-6	CIVIL	1	2	2
9800-7	SUSPICIOUS SITUATION	0	1	1
9800-8	LOST AND FOUND PROPERTY	3	0	0
9800-9	OVERDOSE	0	1	1
9900-1	SUICIDE	0	0	0
9900-2	DOA - NATURAL	2	1	1
9900-3	MISSING PERSON	0	0	0
9900-7	SAFEKEEPING	0	0	0
9900-8	DEPARTMENTAL ASSIST	1	1	1
9900-9	GENERAL - NON CRIMINAL	2	3	3

Uniform Crime Report

Report Criteria:

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	JAN 2011	JAN 2012	YR TO DATE
Totals:		60	58	58

SWARTZ CREEK POLICE DEPT

Total Account Hours Summary Report

From: 01/01/2012 to 01/31/2012

Department Account	Description	Regular Hours	Other Hours	Regular Hours YTD	Other Hours YTD
ADMINISTRATIVE					
101 301 702.001	SUPERVISOR	237.500	4.000	237.500	4.000
101 301 702.002	CLERICAL	129.000	0.000	129.000	0.000
PROTECTION					
101 301 702.003	UNIFORMED	557.000	55.500	557.000	55.500
101 301 702.004	NON-UNIFORMED	7.000	0.000	7.000	0.000
101 301 702.005	TRAFFIC ENFORCEMENT	183.250	18.250	183.250	18.250
COMPLAINTS					
101 301 702.006	INVESTIGATIONS	100.000	1.500	100.000	1.500
101 301 702.007	COURT	4.000	2.000	4.000	2.000
TRAINING					
101 301 702.008	TRAINING	108.000	8.000	108.000	8.000
HOLIDAY					
101 301 702.011	HOLIDAY	104.000	0.000	104.000	0.000
ABSENT					
101 301 702.012	ABSENT	52.000	0.000	52.000	0.000
TRACK ADMINISTRATIVE					
101 302 702.001	SUPERVISOR	29.000	0.000	29.000	0.000
101 302 702.002	CLERICAL	19.000	0.000	19.000	0.000
TRACK PROTECTION					
101 302 702.003	UNIFORMED	22.500	3.250	22.500	3.250
101 302 702.004	NON-UNIFORMED	1.000	0.000	1.000	0.000
SCHOOL PROTECTION					
101 303 702.003	UNIFORMED	147.500	14.750	147.500	14.750
SCHOOL TRAINING					
101 303 702.008	TRAINING	8.000	0.000	8.000	0.000

Department Account	Description	Regular Hours	Other Hours	Regular Hours YTD	Other Hours YTD
PROTECTION					
101 304 702.003	UNIFORMED	1.750	0.500	1.750	0.500
TRAINING					
101 304 702.008	TRAINING	12.000	0.000	12.000	0.000
PROTECTION					
265 333 702.004	NON-UNIFORMED	168.000	8.000	168.000	8.000
COMPLAINTS					
265 333 702.006	INVESTIGATIONS	0.000	46.500	0.000	46.500
265 333 702.007	COURT	0.000	2.000	0.000	2.000
NON-PRODUCTIVE					
265 333 702.011	HOLIDAY	16.000	0.000	16.000	0.000
	TOTAL ALL HOURS	1,906.500	164.250	1,906.500	164.250

SWARTZ CREEK POLICE DEPT

Total Function Count

Month Ending: 01/31/2012

Account	Description	MTD Functions	YTD Functions
101 301 001.000	TRAFFIC VIOLATIONS	0	0
101 301 002.000	PARKING VIOLATIONS	12	12
101 301 003.000	VERBAL WARNINGS	59	59
101 301 004.000	WRITTEN WARNINGS	13	13
101 301 005.000	FELONY ARRESTS	0	0
101 301 006.000	MISDEMEANOR ARRESTS	21	21
101 301 007.000	CALLS RECEIVED	248	248
101 301 008.000	TRAFF INJ ACCIDENTS	1	1
101 301 009.000	PROP DAMAG ACCIDENTS	7	7
101 301 010.000	SERVICE REQUESTS	0	0
101 301 011.000	MEETINGS	5	5
101 301 012.000	CONFERENCES	0	0
101 301 013.000	INITIATED CALLS	485	485
101 301 014.000	DESK ASSIGNMENTS	97	97
101 301 015.000	BUSINESS CHECKS	1882	1882
101 301 016.000	VACATION CHECKS	531	531
101 301 017.000	SUSP PERS CHECKED	15	15
TOTAL FUNCTIONS		3376	3376
101 302 002.000	PARKING VIOLATIONS	0	0
101 302 003.000	VERBAL WARNINGS	0	0
101 302 004.000	WRITTEN WARNINGS	0	0
101 302 005.000	FELONY ARRESTS	0	0
101 302 006.000	MISDEMEANOR ARRESTS	0	0
101 302 007.000	CALLS RECEIVED	10	10
101 302 010.000	SERVICE REQUESTS	0	0
101 302 011.000	MEETINGS	0	0
101 302 012.000	CONFERENCES	0	0
101 302 013.000	INITIATED CALL	0	0
101 302 014.000	DESK ASSIGNMENTS	0	0
101 302 015.000	BUSINESS CHECKS	9	9
101 302 016.000	VACATION CHECKS	2	2
101 302 017.000	SUSP PERS CHECKED	0	0
TOTAL FUNCTIONS		21	21
101 303 002.000	PARKING VIOLATIONS	0	0
101 303 003.000	VERBAL WARNINGS	0	0
101 303 004.000	WRITTEN WARNINGS	0	0
101 303 005.000	FELONY ARRESTS	0	0
101 303 006.000	MISDEMEANOR ARRESTS	0	0
101 303 007.000	CALLS RECEIVED	5	5
101 303 010.000	SERVICE REQUESTS	0	0
101 303 011.000	MEETINGS	20	20
101 303 012.000	CONFERENCES	0	0

Account	Description	MTD Functions	YTD Functions
101 303 013.000	INITIATED CALL	101	101
101 303 014.000	DESK ASSIGNMENTS	3	3
101 303 015.000	BUSINESS CHECKS	0	0
101 303 016.000	VACATION CHECKS	0	0
101 303 017.000	SUS PERS CHECKED	0	0
TOTAL FUNCTIONS		129	129
101 304 001.000	TRAFFIC VIOLATIONS	0	0
101 304 001.003	DESK ASSIGNMENTS	0	0
101 304 002.000	PARKING VIOLATIONS	0	0
101 304 003.000	VERBAL WARNINGS	0	0
101 304 004.000	WRITTEN WARNINGS	0	0
101 304 005.000	FELONY ARRESTS	0	0
101 304 006.000	MISDEMEANOR ARRESTS	0	0
101 304 007.000	CALLS RECEIVED	4	4
101 304 010.000	SERVICE REQUESTS	0	0
101 304 011.000	MEETINGS	0	0
101 304 012.000	CONFERENCES	0	0
101 304 013.000	INITIATED CALL	1	1
101 304 014.000	DESK ASSIGNMENTS	0	0
101 304 015.000	BUSINESS CHECKS	0	0
101 304 016.000	VACATION CHECKS	0	0
101 304 017.000	SUS PERS CHECKED	0	0
101 304 018.000	BUILDING SEARCHES	0	0
101 304 019.000	VEHICLE SEARCHES	2	2
101 304 020.000	NARCOTIC SEARCHES	0	0
101 304 021.000	CURRENCY SEIZED	0	0
101 304 022.000	FORFEITURES	0	0
101 304 023.000	POSITIVE TRACKS	2	2
101 304 024.000	NEGATIVE TRACKS	0	0
101 304 025.000	AGENCY ASSISTS	0	0
101 304 026.000	DEMONSTRATIONS	0	0
101 304 027.000	AREA SEARCHES	1	1
TOTAL FUNCTIONS		10	10
TOTAL ALL FUNCTIONS		3536	3536

DPS ACTIVITY - JANUARY 2012

	REG	HOL	VAC	ABSENT	OT	DT
101 GENERAL FUND						
262.0 ELECTIONS						
781.0 AMPHI-PARK	1.00	0.11				
782.0 WINSHALL PARK	1.00	0.11				
783.0 ELMS PARK	11.00	1.22				
784.0 BICENT. PARK						
790.0 SENIOR CENTER/LIBRARY	28.50	6.64	1.49	0.23		
792.0 P S BLDG	11.50	5.36	2.25	0.25		
793.0 CITY HALL	4.37	1.56	0.48	0.07		
794.0 COMM PROMO	31.00	3.44				
796.0 CEMETERY						
202 MAJOR STREET FUND						
429.0 SAFETY						
441.0 PARK & RIDE						
463.0 STREET MAIN	20.00	3.39	0.43	0.07		
474.0 TRAFFIC						
478.0 SNOW & ICE	16.00	3.46	0.85	0.13	6.00	2.00
482.0 ADMIN	3.30	0.88	0.11	0.11		
203 LOCAL STREET FUND						
429.0 SAFETY						
463.0 STREET MAIN	25.00	8.41	3.23	0.30		
474.0 TRAFFIC						
478.0 SNOW & ICE	16.00	3.46	0.85	0.13	4.00	
482.0 ADMIN	3.30	0.88	0.11	0.11		
226 GARBAGE FUND						
528.0 COLLECT	7.00	1.62	0.43	0.07		
530.0 WOODCHIPPING	6.00	1.60	0.20	0.20		
782.0 WINSHALL PARK GARBAGE	1.00	0.11				
783.0 ELMS PARK GARBAGE	4.00	1.29	0.43	0.07		
793.0 CITY HALL	4.37	1.56	0.48	0.07		
590 WATER						
540.0 WATER SYSTEM	66.70	20.43	5.54	2.28		
540.0 WATER-ON CALL						
542.0 READ & BILL	27.50	13.00	8.10	0.27		
793.0 CITY HALL	4.38	1.56	0.48	0.08		
591 SEWER						
536.0 SEWER SYSTEM	66.70	17.58	2.98	1.88		
536.0 SEWER-ON CALL						
537.0 LIFT STATION	11.00	4.41	2.04	0.22		
542.0 READ & BILL	27.50	12.99	8.09	0.28		
793.0 CITY HALL	4.38	1.56	0.48	0.08		
661 MOTOR POOL FUND						
795.0 CITY GARAGE	58.50	11.37	4.95	0.10		
DAILY HOURS TOTAL	461.00	128.00	44.00	7.00	10.00	2.00

Public Works
Monthly Work Orders
02/03/12

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
BXRP12-0049	MI10-005438-0000-03	GREGORY, KATIE 5438 MILLER RD	01/25/12	CURB BOX REPAIR
CKME12-0172 COMPLETED	MI10-007543-0000-03	HUYCK, JOLEEN 7543 MILLER RD	01/09/12 01/09/12	CHECK METER
CKME12-0173 COMPLETED	EL10-004072-0000-04	ALDRICH, FRED 4072 ELMS RD	01/20/12 01/20/12	CHECK METER
CKME12-0174 COMPLETED	LU10-009052-0000-04	HEFLEY, LISA 9052 LUEA LN	01/26/12 01/26/12	CHECK METER
FLAG12-0068 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	01/13/12 01/18/12	LOWER/RAISE FLAG
FNRD12-0372 COMPLETED	CC10-007405-0000-01	WILCHER, ARTRA 7405 CROSSCREEK DR	01/03/12 01/03/12	FINAL READ
FNRD12-0373 COMPLETED	CR10-008063-0000-01	ROBERTSON, RONALD 8063 CRAPO ST	01/06/12 01/06/12	FINAL READ
FNRD12-0374 COMPLETED	BI10-005175-0000-03	TOP PROPERTY SERVICES 5175 BIRCHCREST DR	01/06/12 01/09/12	FINAL READ
FNRD12-0375 COMPLETED	WI10-005200-0000-02	WHITE, MICHAEL 5200 WINSHALL DR	01/10/12 01/10/12	FINAL READ
FNRD12-0377 COMPLETED	MI10-007241-0000-02	DAYNE DAVIS INC. 7241 MILLER RD	01/17/12 01/18/12	FINAL READ
FNRD12-0379 COMPLETED	WI10-005218-0000-01	MOODY, BRYAN M 5218 WINSHALL DR	01/26/12 01/26/12	FINAL READ
FNRD12-0380 COMPLETED	CH20-009191-0000-01	WARD, PETER D 9191 CHESTERFIELD DR	01/25/12 01/26/12	FINAL READ
FNRD12-0381 COMPLETED	J110-009234-0000-01	CRAIG, CHARLES 9234 JILL MARIE LN	01/30/12 01/30/12	FINAL READ
FNRD12-0382 COMPLETED	DU10-005213-0000-03	PINKSTON, DENNIS & KARAN 5213 DURWOOD DR	01/30/12 01/30/12	FINAL READ
GWO12-0209 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	01/12/12 01/12/12	GENERIC WORK ORDE
GWO12-0210 COMPLETED	CI10-008100-0000-01	PUBLIC SAFETY BUILDING 8100 CIVIC DR	01/19/12 01/20/12	GENERIC WORK ORDE
STRT12-0022	HE10-005205-0000-01	KELLETT, DENNIS A 5205 HELMSLEY DR	01/23/12	STREET REPAIR
SWBK12-0025 COMPLETED	WI10-005188-0000-01	HOWEY, ARDIS 5188 WINSHALL DR	01/12/12 01/12/12	SEWER BACKUP
WBKU12-0024 COMPLETED	DU10-005224-0000-03	WOOD, THERESA 5224 DURWOOD DR	01/09/12 01/09/12	WATER BACK UP-CHE
WMBK12-0015 COMPLETED	GR10-005158-0000-01	CLICK, J W 5158 GREENLEAF DR	01/29/12 01/29/12	WATER MAIN BREAK

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
WOFF11-0618 COMPLETED	SE20-005345-0000-01	RENO, DENNIS 5345 SEYMOUR RD	01/03/12 01/03/12	WATER TURN OFF
WOFF11-0620 COMPLETED	BR20-006169-0000-02	WISCHMEYER, BETTY 6169 BRISTOL RD	01/03/12 01/03/12	WATER TURN OFF
WOFF11-0621 COMPLETED	GR10-005332-0000-01	CROSS, BETTY J. 5332 GREENLEAF DR	01/03/12 01/03/12	WATER TURN OFF
WOFF11-0622 COMPLETED	DU10-005304-0000-02	MILLS, ALANNA 5304 DURWOOD DR	01/03/12 01/03/12	WATER TURN OFF
WOFF12-0623 COMPLETED	MO10-004278-0000-03	PETROLINA INC. 4278 MORRISH RD	01/09/12 01/09/12	WATER TURN OFF
WOFF12-0624 COMPLETED	WI10-005182-0000-01	ALEXANDER, LINDA J 5182 WINSHALL DR	01/12/12 01/12/12	WATER TURN OFF
WOFF12-0625 COMPLETED	MI10-008399-0000-03	FANNIE MAE 8399 MILLER RD	01/19/12 01/20/12	WATER TURN OFF
WOFF12-0626 COMPLETED	BR20-006289-0000-02	HOLLAND, CHARLES & SARAH 6289 BRISTOL RD	01/18/12 01/19/12	WATER TURN OFF
WOFF12-0627 CANCELLED	CH10-009044-0000-01	BISTRICKY, DAVID 9044 CHELMSFORD DR	01/18/12 01/19/12	WATER TURN OFF
WOFF12-0628 COMPLETED	MI10-008002-0000-02	BUSH, LARRY 8002 MILLER RD	01/20/12 01/20/12	WATER TURN OFF
WOFF12-0629 COMPLETED	BA10-006230-0000-01	HANSEN, AARON 6230 BAINBRIDGE DR	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0630 COMPLETED	CE10-009269-0000-02	COMPTON, DEBORAH 9269 CEDAR CREEK CT	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0631 COMPLETED	CE10-009275-0000-03	HOSEY, MARCY 9275 CEDAR CREEK CT	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0632 COMPLETED	CE10-009283-0000-02	PERIGO, KIMBERLY 9283 CEDAR CREEK CT	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0633 COMPLETED	CE10-009291-0000-02	MELROSE, JEANINE 9291 CEDAR CREEK CT	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0634 COMPLETED	CE10-009295-0000-02	GEMBARSKI, JOHN 9295 CEDAR CREEK CT	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0635 CANCELLED	CH30-007550-0000-05	HATFIELD, JASON 7550 CHURCH ST	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0636 CANCELLED	DO10-005398-0000-08	LABOMBARD, DANIEL 5398 DON SHENK DR	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0637 CANCELLED	JE10-004029-0000-02	WILLIAMS, PAULA 4029 JENNIE LN	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0638 CANCELLED	MI10-005438-0000-03	GREGORY, KATIE 5438 MILLER RD	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0639 CANCELLED	MI10-005482-0000-03	MOORE, TIM 5482 MILLER RD	01/25/12 01/25/12	WATER TURN OFF
WOFF12-0640	MI10-007594-0000-10	HEINE, CAROL	01/25/12	WATER TURN OFF

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
CANCELLED		7594 MILLER RD	01/25/12	
WOFF12-0642 COMPLETED	MI10-005454-0000-01	JOHNSON, SHANE 5454 MILLER RD	01/31/12 01/31/12	WATER TURN OFF
WOFF12-0643 COMPLETED	GR10-005326-0000-02	PITTMAN, JAMES 5326 GREENLEAF DR	01/31/12 01/31/12	WATER TURN OFF
WOFF12-0644 COMPLETED	HI10-009261-0000-02	PERIGO, CHAD 9261 HILL RD	01/31/12 01/31/12	WATER TURN OFF
WREP12-0027 COMPLETED	MI10-006193-0000-01	MRASCK, MATHEW 6193 MILLER RD	01/03/12 01/03/12	WATER REPAIRS
WREP12-0028 COMPLETED	MA20-008051-0000-03	FANNIE MAE 8051 MAPLE ST	01/03/12 01/03/12	WATER REPAIRS
WREP12-0029 COMPLETED	NO10-009111-0000-01	TANNER, JACK 9111 NORBURY DR	01/11/12 01/11/12	WATER REPAIRS
WREP12-0030 COMPLETED	MI10-006192-0000-01	POLASEK, JAMES 6192 MILLER RD	01/20/12 01/20/12	WATER REPAIRS
WTOFF12-0432 COMPLETED	DU10-005232-0000-02	KILGER, MICHAEL 5232 DURWOOD DR	01/17/12 01/17/12	WATER TURN OFF
WTON11-0430 COMPLETED	DU10-005304-0000-02	MILLS, ALANNA 5304 DURWOOD DR	01/03/12 01/03/12	WATER TURN ON
WTON12-0431 COMPLETED	EL20-007510-0000-04	GREEN, BRUCE 7510 ELIZABETH CT	01/03/12 01/03/12	WATER TURN ON
WTON12-0433 COMPLETED	MI10-008399-0000-03	FANNIE MAE 8399 MILLER RD	01/18/12 01/18/12	WATER TURN ON
WTON12-0434 COMPLETED	CE10-009283-0000-02	PERIGO, KIMBERLY 9283 CEDAR CREEK CT	01/25/12 01/25/12	WATER TURN ON
WTON12-0435 COMPLETED	CE10-009291-0000-02	MELROSE, JEANINE 9291 CEDAR CREEK CT	01/25/12 01/25/12	WATER TURN ON
WTON12-0436 COMPLETED	CE10-009295-0000-02	GEMBARSKI, JOHN 9295 CEDAR CREEK CT	01/26/12 01/26/12	WATER TURN ON
WTON12-0437 COMPLETED	CE10-009275-0000-03	HOSEY, MARCY 9275 CEDAR CREEK CT	01/25/12 01/25/12	WATER TURN ON
WTON12-0438 COMPLETED	MI10-008399-0000-03	FANNIE MAE 8399 MILLER RD	01/26/12 01/26/12	WATER TURN ON
WTON12-0439 COMPLETED	BA10-006230-0000-01	HANSEN, AARON 6230 BAINBRIDGE DR	01/27/12 01/27/12	WATER TURN ON
WTON12-0641 COMPLETED	CE10-009269-0000-02	COMPTON, DEBORAH 9269 CEDAR CREEK CT	01/26/12 01/26/12	WATER TURN ON

Total Records: 60

JANUARY 2012	MILES DRIVEN		GALLONS GAS PURCHASED		GALLONS DIESEL PURCHASED
#1 P/U 4WD					
#3 P/U 4WD	205		26		
07-03 P/U 4WD	263				22
09-03 P/U 4WD	709				57
#2 P/U 2WD	285		27		
#6-00 BACKHOE					
#9 DUMP					
#10 DUMP					
#11 DUMP	84		22		
#12-02 DUMP	278				74
#12-04 DUMP	643				171
#12-99 GENERATOR					
#9-02 BRUSH HOG					
#17 CASE BACKHOE					
#19 JD TRACTOR					
#06-99 BUCKET TRUCK					
#21 WOOD CHIPPER					
#23 STREET SWEEPER					
#42 ASPHALT HEATER					
#37 TRAIL ARROW					
#10-98 3" PUMP					
#28A 3" PUMP					
3" PUMP					
#30 4" PUMP					
#31 4" PUMP					
#32 4" PUMP					
1" PUMP					
S-10	397		28		
TOTAL	2864		102		324

02/03/2012

CHECK REGISTER FOR CITY OF SWARTZ CREEK
CHECK DATE FROM 01/01/2012 - 01/31/2012

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
01/05/2012	35636	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV.	78.77
			UNIFORMS, MATS, SUPPLIES, ENV.	78.77
			MATS, SUPPLIES	27.38
			MATS, SUPPLIES	27.38
				212.30
01/05/2012	35637	BADGLEY CONSTRUCTION	SIDEWALK EXT. MILLER/ELMS	472.00
01/05/2012	35638	CITY OF SWARTZ CREEK	10/20-12/20/11 UB 4125 ELMS	166.26
			10/20-12/20/11 UB 5121 MORRISH	75.81
			10/20-12/20/11 UB 5363 WINSHALL	166.26
			10/20-12/20/11 UB 8059 FORTINO	31.64
			10/20-12/20/11 UB 8083 CIVIC	251.77
			10/20-12/20/11 UB 8095 CIVIC	159.56
			10/20-12/20/11 UB 8100 CIVIC	377.58
				1,228.88
01/05/2012	35639	COMCAST BUSINESS	1/1/-1/31/12 PUBLIC SAFETY BUILDING	141.85
01/05/2012	35640	DEBORAH EARL	PARKING TICKET #8639 REFUND/DISMISSED	20.00
01/05/2012	35641	DETROIT SALT COMPANY	ROAD SALT AT \$54.69 PER TON	2,759.11
01/05/2012	35642	DONALD KORTH	UPDATE EJS/DDP	75.00
			RESOLVE ISSUE PD/REBOOT SERVER	75.00
				150.00
01/05/2012	35643	FLINT TOWNSHIP	SWR TRANS MAINT CHR9 42 UNITS	31.50
01/05/2012	35644	GCGC	DUES AGUILAR/KORTH 2012	40.00
01/05/2012	35645	JOHNS TRUCK SERVICE	REPLACE HYDRALIC LINES	192.62
01/05/2012	35646	MICHIGAN MUNICIPAL LEAGUE	MEMB RENEWAL 2/1/12-1/31/13	2,831.00
01/05/2012	35647	MIDNIGHT SECURITY & COMMUNICATIONS	AIR CONDITIONING SECURITY/CITY HALL	694.00
			AIR CONDITIONING SECURITY/POLICE	439.00
			AIR CONDITIONING SECURITY/SR CTR-LIB	694.00
				1,827.00
01/05/2012	35648	PRINTING SYSTEMS	QVF MASTER CARDS (500)	0.00
			Void Reason: WRONG AMOUNT	
01/05/2012	35649	RWS OF MID MICHIGAN	GARBAGE/RECYCLING/YARD WASTE FY12	19,949.44
01/05/2012	35650	STATE OF MICHIGAN-DEQ CASHIERS OFF	OPERATOR CERT. RENEWAL	95.00
01/05/2012	35651	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING	320.00
			DRINKING WATER LAB TESTING	386.00
				706.00
01/05/2012	35652	SUBURBAN AUTO SUPPLY	HYDROLIC OIL	46.95
01/05/2012	35653	SWARTZ CREEK SCHOOLS	10 CASES OF PAPER	279.00
01/05/2012	35654	VALLEY PETROLEUM	12/16-12/31/11 FUEL USAGE - POLICE	797.00
01/05/2012	35655	VALLEY PETROLEUM	12/16-12/31/11 FUEL USAGE - DPW	252.49
01/12/2012	35656	67TH DISTRICT COURT	BOND FOR LINDA VIOLET OLIVER	130.00
01/12/2012	35657	ADAM H ZETTEL	CONSULTING SERVICES	991.25

01/12/2012	35658	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV. MATS, SUPPLIES	91.87 27.31
				119.18
01/12/2012	35659	BIDCORP.COM INC	VEH AUCTIONS 2 POLICE/3 DPS VEHICLES	409.33
01/12/2012	35660	C & H CONSTRUCTION CO INC	SERV BOX/STORM SWR RPR NORBURY/DURWC DEMO BLACKSMITH SHOP	1,251.00 1,125.00
				2,376.00
01/12/2012	35661	CONSUMERS ENERGY	12/1-12/31/11 4524 MORRISH RD	48.10
01/12/2012	35662	CONSUMERS ENERGY	12/1-12/31/11 ELMS PARKING LOT	32.08
01/12/2012	35663	CONSUMERS ENERGY	12/1-12/31/11 STREET LIGHTS	10,878.27
01/12/2012	35664	CONSUMERS ENERGY	12/1-12/31/11 SIRENS	28.55
01/12/2012	35665	CONSUMERS ENERGY	12/1-12/31/11 TRAFFIC LIGHTS	406.67
01/12/2012	35666	ETHEL SLIEFF	REFUND FOR PARK RESERV DATE CHANGE	50.00
01/12/2012	35667	FAMILY FARM AND HOME INC	OIL DRY SAFETY SORB 40 LB	4.79
01/12/2012	35668	GILL ROYS HARDWARE	GFI COVER/OUTLET COVER (2) FUZE 2 PK AUTO WASH/DISH SOAP 55 GALLON GARBAGE BAGS ANTI-BACTERIAL SOAP/JERSEY GLOVES LIQUID DRAIN OPENER SPRAY BOTTLE/PINE-SOL/GLASS PLUS TRASH BAGS TIRE FOAM AIR FRESHENER (2)/LYSOL FURNACE FILTERS (2) PINE CLEANER/THERMOMETER DECEMBER 2011 DISCOUNT	40.97 1.99 8.67 27.98 6.87 5.99 10.17 15.99 5.49 15.37 7.38 10.37 (15.18)
				142.06
01/12/2012	35669	HYDRO DESIGNS	WATER CROSS CONNECTION CONTROL AND C	300.00
01/12/2012	35670	JERRY'S TIRE	ST235/80R16 TIRE	144.00
01/12/2012	35671	MMTA	D KORTH DUES 2012	50.00
01/12/2012	35672	PRINTING SYSTEMS	QVF MASTER CARDS (500)	28.29
01/12/2012	35673	RBF	REFUND VARIANCE APPLICATION	250.00
01/12/2012	35674	ROBERT R DAVIS	OCT-DEC 2011 MECH/PLUMBING	1,435.00
01/12/2012	35675	THOMPSON SERVICE	REPLACE VALVE STEM	12.00
01/12/2012	35676	UNDERGROUND SECURITY COMPANY	SECURITY RECORDS STORAGE 1/1-12/31/12	149.10
01/19/2012	35677	AL KALLAS HEATING & COOLING INC	FURNACE FILTERS	72.00
01/19/2012	35678	ALLIE BROTHERS INC	200 UNIFORM PATCHES	707.36
01/19/2012	35679	AMERAPLAN INC	AMERAPLAN BILLING FOR FEB 2012	254.25
01/19/2012	35680	AMERICAN MESSAGING	1/15-2/14/12 810-833-2563/810-833-1159	22.38
01/19/2012	35681	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV. MATS, SUPPLIES	79.18 27.31
				106.49
01/19/2012	35682	BETTY SHANNON	PER CONTRACT REIMB SUPP INS JAN 2012	75.00
01/19/2012	35683	BLACKMORE ROWE INS	PUBLIC OFFICIAL BOND-KORTH	100.00
01/19/2012	35684	BLUE CARE NETWORK-EAST MI	FEB 2012 RETIREE MED INS KELLY FEB 2012 RETIREE MED INS PETRUCHA FEB 2012 RETIREE MED INS TYLER JAN 2012 RETIREE MED INS ADJ PIROCHTA FEB 2012 RETIREE MED INS SHANNON MI CLAIM TAX ASSESSMENT	460.05 1,068.11 460.05 (1,068.11) 460.05 144.49

				1,524.64
01/19/2012	35685	CAPITAL TIRE	(2) P225-60R16 EAGLE RSA TIRES 05-275	171.00
01/19/2012	35686	CONSUMERS ENERGY	12/3/11-1/4/12 A 5257 WINSHALL DR	17.20
01/19/2012	35687	CONSUMERS ENERGY	12/3/11-1/4/12 A 5361 WINSHALL DR	17.20
01/19/2012	35688	CONSUMERS ENERGY	12/3/11-1/4/12 A WINSHALL RESTROOMS	17.96
01/19/2012	35689	CONSUMERS ENERGY	12/6/11-1/6/12 A 8011 MILLER RD	24.24
01/19/2012	35690	CONSUMERS ENERGY	12/3/11-1/6/12 A 8059 FORTINO DR	43.36
01/19/2012	35691	CONSUMERS ENERGY	12/3/11-1/5/12 A 8095 CIVIC DR	1,078.14
01/19/2012	35692	CONSUMERS ENERGY	12/3/11-1/5/12 A 8301 CAPPY LN	393.70
01/19/2012	35693	CONSUMERS ENERGY	12/3/11-1/5/12 A 8499 MILLER RD	19.17
01/19/2012	35694	CONSUMERS ENERGY	12/2/11-1/5/12 A 9099 MILLER RD	30.40
01/19/2012	35695	CONSUMERS ENERGY	12/3/11-1/6/12 A 8100 CIVIC DR	1,519.74
01/19/2012	35696	CONSUMERS ENERGY	12/4/11-1/6/12 A 5121 MORRISH RD	687.79
01/19/2012	35697	CONSUMERS ENERGY	12/3/11-1/5/12 A 8083 CIVIC DR	935.20
01/19/2012	35698	CONSUMERS ENERGY	12/6/11-1/9/12 A 6425 MILLER PARK & RIDE	86.73
01/19/2012	35699	CONSUMERS ENERGY	12/6/11-1/6/12 A 4125 ELMS PAVILION	19.35
01/19/2012	35700	CREEK AUTO SERVICES LLC	MT & BAL SNOW TIRES 07-375	32.00
			MT & BAL SNOW TIRES 10-161	32.00
			RADAR TRAILER/LABOR MOTHER BOARD	156.00
			MT & BAL SNOW TIRES 09-226	32.00
			LOF MONTHLY MAINT 10-161	28.95
			LOF MONTHLY MAINT MT BAL 4 TIRES 05-275	92.95
			REPLACE BRAKE LIGHT SWITCH 07-375	57.75
			LOF MONTHLY MAINT MT BAL 2 TIRES 10-161	60.95
			LOF MONTHLY MAINT 09-226	28.95
			LOF MONTHLY MAINT TIE-ROD BRAKES 07-375	362.55
				884.10
01/19/2012	35701	DELTA DENTAL PLAN	FEB 2012 DENTAL RETIREES (40/EST TAX	285.57
01/19/2012	35702	DONALD KORTH	RSLV ISSUE DOROTHY WRKSTN/2 YR DOMAIN F	95.00
01/19/2012	35703	FLAGSTAR BANK	WIN 2011 OVRPMT 58-30-651-003	357.07
01/19/2012	35704	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	5.00
01/19/2012	35705	GA-REL MANUFACTURING COMPANY	YEARS OF SERVICE BARS	150.20
01/19/2012	35706	GENESEE COUNTY TREASURER	2012 PERSONAL PROP STATMENTS (281)	191.08
01/19/2012	35707	GMAC	WIN 2011 OVRPMT 58-02-503-007	225.57
01/19/2012	35708	GMAC	WIN 2011 OVRPMT 58-03-533-181	274.54
01/19/2012	35709	LETAVIS ENTERPRISES INC.	30 VEH WASHES SEPT-OCT 2011 (6.75 EA)	202.50
01/19/2012	35710	MATT BELMONTI	CLEAR CITY LOTS/WALKS	703.00
01/19/2012	35711	MICHIGAN TASER DISTRIBUTING	18 LIVE SMART CARTTASER	492.60
01/19/2012	35712	NEXTEL COMMUNICATIONS	12/7/11-1/6/12 MONTHLY BILL	513.54
01/19/2012	35713	SCHAEFER'S OFFICE SOURCE	FACIAL TISSUE/TOWELS	73.38
01/19/2012	35714	SIMEN FIGURA & PARKER PLC	DEC 2011 GENERAL/TRAFFIC/ORDIN	3,318.00
01/19/2012	35715	SWARTZ CREEK AREA FIRE DEPT.	DECEMBER 2011 MONTHLY RUNS	680.98
01/19/2012	35716	UNUM LIFE INSURANCE	FEB 2012 LIFE INS SHANNON/SNELL	12.05
01/19/2012	35717	VALLEY PETROLEUM	1/1-1/15/12 FUEL USAGE - POLICE	971.90
01/19/2012	35718	VALLEY PETROLEUM	1/1-1/15/12 FUEL USAGE - DPW	476.60
01/19/2012	35719	VILLAGE CLEANERS	UNIFORM CLEANING DEC 2011	126.00
01/26/2012	35720	A+ SUPPLY CO INC	175W METAL HALIDE BULB	27.25
01/26/2012	35721	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV.	78.59
			MATS, SUPPLIES	27.31
				105.90
01/26/2012	35722	COMCAST BUSINESS	1/26-2/25/12 CITY HALL	275.80
01/26/2012	35723	D & D TRUCK & TRAILER PARTS	WONCH BATTERY	315.06
01/26/2012	35724	DEE CRAMER HEATING & COOLING	MECH PERMIT FEE REFUND	60.00
01/26/2012	35725	DELTA VISION	FEB 2012 VISION - RETIREES (4)	22.24

01/26/2012	35726	DES MOINES STAMP MFG CO.	COSCO STAMP FOR TAX PAYMENTS	31.30
			PERMA STAMP FOR TAX CHECKS	39.70
				71.00
01/26/2012	35727	DETROIT SALT COMPANY	ROAD SALT AT \$54.69 PER TON	2,622.38
01/26/2012	35728	GEN CTY ROAD COMMISSION	DEC 2011 S-MTCE & OPERATIONS	2,101.01
01/26/2012	35729	GEN CTY SMALL CITIES ASSOC.	2012 DUES SMALL CITIES	100.00
01/26/2012	35730	JOHNS TRUCK SERVICE	REWIRE STROBE LIGHTING & REPLACE BULBS	262.76
01/26/2012	35731	LANDMARK APPRAISAL CO	ASSESSOR SERVICES NOV 1, 2011-OCT 31, 20	2,233.33
01/26/2012	35732	LILY M BENJAMIN TRUSTEE	WIN 2011 TAX OVRPMT 4416 SPRINGBROOK	2.00
01/26/2012	35733	MATT BELMONTI	CLEAR CITY LOTS/WALKS	384.00
01/26/2012	35734	MICHAEL R SHUMAKER	SMALL CITIES MTG 1/4/12	10.92
01/26/2012	35735	PAUL ZOFCHAK	WIN 2011 TAX OVRPMT 5384 WINSHALL	3.00
01/26/2012	35736	PROGRESSIVE	POTENTIAL REVISED MEIJER DRIVEWAY RVW	135.00
01/26/2012	35737	ROWE PROFESSIONAL SERVICES CO	MEIJER DEVELOPMENT/FFH	464.00
01/26/2012	35738	ROYALTY SERVICES INC	MOW & TRIM CITY PROP/GM TRIANGLE 10/3/11	615.00
			MOW & TRIM CITY PROPERTIES 9/20/11	815.00
			MOW & TRIM CITY PROPERTIES 10/18/11	815.00
			MOW & TRIM CITY PROPERTIES 9/27/11	815.00
				3,060.00
01/26/2012	35739	U. S. POST OFFICE	ADVANCE 500 PREPAID POSTAGE ENVELOPES	243.20
01/27/2012	35740	MICH ASSOC MUNICIPAL CLERKS	RENEW MEMBERSHIP AGUILA/KORTH 2012	100.00

GEN TOTALS:

(1 Check Voided)

Total of 104 Disbursements:

80,577.64



Zettel Consulting

Community Planning & Economic
Development Services

Hull Stephens Architecture Bldg
5023 Holland Dr.
Swartz Creek MI 48473
810.287.2147
zettelconsulting@charter.net

February 11, 2012

City of Swartz Creek
8083 Civic Dr.
Swartz Creek, MI 48473

Re: Marathon RFP Review

Dear Mr. Bueche:

At your request, Zettel Consulting has completed review of the three proposals for development of the Marathon site located at 7026 Miller Road, Swartz Creek, MI, 48473. This review is in accordance with the request for proposals that was issued by the city on September 8, 2011.

The city received three proposals for the redevelopment of this property. They are identified and briefly described as follows, in no particular order:

1. "Law Office." (3,200 square foot office building)
Law Office of Roger G. Isaac (an individual)
4438 Oakbridge Drive, Suite A
Flint, MI 48535
2. "Tim Hortons." (1700-2000 square foot drive-thru restaurant)
Corlin Builders (a Michigan corporation)
3407 Torrey Road
P.O. Box 7718
Flint, MI 48507
3. "Bigby Coffee." (2,200 drive-thru restaurant with retail)
Holiday shores of Durance, Inc. /Atkinson Construction Company (a Michigan Corporation)
12568 Lasing Hwy.,
Durand, MI 48429

All of the proposals are complete and offer many possibilities proposed by the respondents. Note that proposals 2 and 3 each offer an alternate option that includes demolishing the site structures and holding the site as maintained vacant land for a period of time. For purposes here, the primary development proposals shall be reviewed as these proposals appear to be of a greater public good than a simply demolition. Furthermore, testimony by the respondents at the city council meeting indicates that the primary objective is to erect the new structures as indicated in their respective proposals.

The proposals are reviewed in accordance with the evaluation criteria below. Evaluations are based upon the writing proposals as submitted to the city and testimony at the February 2, 2012 city council meeting. My understanding is that there may be an additional review by a traffic consultants and/or an environmental consultant. What follows here is a qualitative review based upon the criteria set forth in the request for proposals.

1. Achievement of site goals and proposal guidelines.

All of the proposals offer very visually appealing projects that include quality masonry materials, landscaping, and pedestrian elements. All proposed uses do or have the potential to conform to the General Business District use and design standards. While only conceptual, all projects agree to utilize the existing service drive on the west end of the site in order to minimize traffic flow directly to the major corridors.

All applicants appear to grasp the essential nature of developing this site as a 'gateway' into the community and ensuring proper environmental remediation. In their testimony, each applicant offers some degree of community signage and flexibility for ingress and egress, subject to site plan review.

2. Capacity to complete project; commence construction in 2012.

Law Office – This proposal indicates that the developer would be the owner and occupant of the building, with occupancy to occur in 2012. This appears to be the most secure proposal. This respondent has experience developing and owning commercial office space and has an aggressive timeline that is fully under the control of the owner.

Tim Hortons – The ownership of this project is unclear since there is not a commitment from a franchise or corporate restaurant occupant at this time. This project appears to be the least likely to commence in 2012 and is ultimately unsecured. The applicant does have much experience developing similar sites.

Biggby Coffee – There appears to be a strong corporate commitment to permit a franchise Biggby Coffee at this location. Based upon the city council meeting testimony, it appears the respondent is fully in control of securing, owning, and operating a franchise at this location. Though, there is not a clear user for the retail space, it appears this project would have the ability to move forward almost immediately.

3. Demonstrate and provide financial capacity to undertake project.

All respondents appear to have the financial capacity to undertake their respective project developments. However, only the law office and Biggby proposals demonstrate the ownership capacity to develop and operate their proposals because these uses are not dependent on additional lease, franchise, or other third party commitments. The Tim Horton's proposal would be contingent upon a third party business commitment.

4. Anticipated future ownership.

As stated above, while all proposals indicate developer ownership over the site, only the law office provides direct and guaranteed ownership over all business operations at this point in time. The Biggby proposal indicates some form of owner interest in the property and the primary business operation, with a lease contributing to the proposed retail component. It is unclear what the status of the business ownership would be for the Tim Hortons proposal.

5. Experience with similar development projects.

The Tim Hortons proposal indicates similar experience with retail developments in Genesee County, such as the Corlin Plaza. There does not appear to be any issues with the ability for this respondent to execute the construction and site development if they are able to secure or lease business-owner interest in the site.

The law office proposal indicates experience with site development of the Oakbridge offices in Flint Township, as well as involvement with the Redwood Lodge. Both projects are very relevant to the current office proposal.

The Biggby Coffee developers have experience with much underground and street work, as well as the development of Holiday Shores in Durand. While this experience is the least similar, I believe this developer would also be able to execute this project well.

6. Creativity of design and use of the land.

The Tim Hortons proposal contains the most positive elements for site design and creativity. This proposal conceptualizes a community clock and plaza, a masonry knee wall, and exclusive use of service drives for ingress and egress. The proposal also offers an alternate that includes reuse of the existing structure. The building designs include architecturally interesting concepts with an outdoor dining area. This proposal appears to offer the most curb-side appeal and public good as it relates to site design.

The law office proposal includes a masonry knee wall and masonry building. However, a weakness of this site proposed multiple access points off of Miller and Elms Road. The respondent does indicate that these access points are not needed, and that access to the service drive is preferred. While this design is of a high quality, it does not have as much of a degree of unique curb appeal.

The Biggby Coffee developers propose a quality masonry building that compliments the designs of the uses to the west. The site also offers some additional green space. Like the law office, this is a quality proposal, but it does not clearly differentiate itself as a unique project.

All proposals appear flexible and are subject to site plan review, including proposed ingress, egress, and service drive connections.

7. How the proposed use will integrate and compliment the surrounding neighborhood.

The Tim Hortons proposal offers another fast food, drive-thru option for this area. While this use and design matches the area, it does not bring anything new to the community. In essence, while this use *matches* the existing developmental pattern, it truly does not *compliment* or diversify this area. The use, while proposed to operate exclusively off of service drives, will place a similar burden on the traffic load for this area due to the peak demand times.

The applicant does make a sound argument that this intersection is primarily suited to serve convenience commercial services that require high visibility and traffic instead of destination uses that could arguable be located on less valuable commercial property. This concept of the highest and best use being properly utilized for businesses that require such sites, which are limited in quantity, makes much sense. However, previous findings by the city indicate that such high traffic generating and/or consuming uses can be very problematic from a traffic safety and functionality standpoint at this intersection. Additional information from the city's traffic consultant would be very valuable in this instance.

The law office proposal best *compliments* the area and will provide the least disruption to traffic patterns. This use shall bring high wage earners and their clients to the area by providing a destination business. This business will function at a lower profile than a fast food restaurant by virtue of the client and employee numbers and nature of operation. Summarily, this use shall act to bring new economic activity to the area by attracting the business employees and their clients in from surrounding areas. There are many benefits to mixing uses in commercial areas, and a new office use at this location should maximize this potential.

The Biggby Coffee, like the Tim Hortons, offers a use that matches the existing uses in the area. As stated, this use shall be more competitive in nature and less complimentary. As stated above, the restaurant use should be highly scrutinized from a traffic management standpoint, as well as from a site plan review standpoint since these uses propose drive thrus.

Summary

All of the submitted proposals would improve this property and the city's general interests. I also believe that each proposal would be able to function at some level, subject to site plan and traffic review. However, based upon the anticipated impact of the proposals on traffic, the ability to provide a quality structure, and to provide for a greater economic and public benefit, I

recommend city council further engage with Mr. Isaac concerning his proposal for a law office at this location.

While the other proposals offer some visually stunning options that have a product and/or service appeal, the law office adds a new functional element to this intersection that still provides the city with a visually appealing gateway into the community. The office use further adds to the mixture of uses for this intersection that has always been the goal of the planned unit development district plan, which called for office, hotel, retail, and food service.

This diversity is best practice because it provides of a cumulative highest and best use for the area by distributing traffic demand, service provision, and employment throughout different periods of the day. Balancing destination commercial with retail, food service, professional services, and employment generators creates a healthy and symbiotic balance of activity for any commercial area. With the quality of the proposals as high as it is, this last element distinguishes the law office in my opinion.

To follow up with this review, I would be very interested to learn what the city's traffic consultant concerning potential traffic generation by these uses, as well as additional turning movements, stacking, safety, and service level.

I encourage the city council to deliberate on all proposals based upon the RFP criteria, using this review as but one additional opinion. While I stand by my recommendation, it is evident that many elements of this evaluation are subjective based upon the intent of the proposal request. In this instance, the city council is in the unique position of evaluating the proposals, not on zoning or other vested property rights, but as a property owner with complete legislative control over the development and use of this property.

With that said, please do not hesitate to contact me concerning any additional comments or questions related to this matter.

Sincerely,



Adam Zettel, AICP
Zettel Consulting

Paul Bueche

From: Pete LaMourie [lamourie@progressiveae.com]

Sent: Wednesday, February 08, 2012 11:16 AM

To: Paul Bueche

Subject: Marathon Site - 3 Plans

Paul;

As requested, I've reviewed the three conceptual plans submitted to the city for re-use of the old Marathon site located on the northwest corner of the Miller/Elms intersection. At this stage our review is focused primarily on the proposed site access of each of the three plans per our discussion.

Holiday Shores (potential Biggby illustrated):

The concept plan calls for what appears to be a full movement driveway to Miller Road at the west edge of the site property, in addition to the required internal connection to the front service drive to the west. Comments include:

- The proposed single access point (to Miller) is a positive aspect of this plan given the site's very short frontage on Elm Street;
- However, the resulting spacing from the shared full-movement "Burger King" driveway is poor for another full-movement driveway and the Miller/Elms intersection;
- Internal circulation looks acceptable for customer vehicles.

Isaac (proposed law offices):

This concept plan shows what appears to be a full movement driveway to Miller Road and a right-in/right-out drive to Elm Street, in addition to the required internal connection to the west. Comments include:

- Given very close proximity to the intersection, an outbound right-turn drive onto Elm Street should not be allowed under any circumstances;
- A full movement drive to Miller Road is still a concern as noted above, but less of an issue given the expected much lower trip generation characteristics of an office use (relative to the other two potential uses), assuming that is what is truly built and occupied for at least 10 years as stated;

Saab (potential Tim Horton's illustrated):

This concept plan calls for a new internal connection to/through the Arby's site to/from the north in addition to the required internal connection to the west – no new access points are proposed. Comments include:

- If past planning efforts had included/required a shared front service drive through the Arby's site, I would consider this the best layout of the three from the city's standpoint – a viable use with no additional poorly-spaced commercial drives adjacent to the city's busiest intersection;
- However, I find it hard to believe that this plan could be accomplished for two reasons; it seems unlikely that Arby's would grant access/egress rights through their property (at least for another fast food entity), and it seems unlikely that an entity like Horton's would not want/require more direct access to one of the public streets.

General comments/recommendations

If the type of layout shown in the Saab plan can truly be accomplished (regardless of the eventual site land use), that plan would easily provide the best solution for the Marathon site from a traffic operations and safety standpoint. However, assuming that will ultimately be unlikely, we suggest that the city pursue a plan more along the lines of that shown in the Holiday Shores concept plan, with consideration of a couple of revisions/comments:

- Due to proximity and potential eastbound queuing issues on Miller, the driveway should be designed

to prohibit outbound left turn movements (those can occur further west by using the internal connection); and

- Delivery truck circulation will need to be addressed at some point as future plans crystallize.

Please let me know if you have any questions. I will put the above review input in a more formal memo format if you would prefer.

Thanks,

Pete

Peter C. LaMourie, P.E. PTOE

Transportation Engineering Practice Leader

progressive|ae

1811 Four Mile Road
Grand Rapids, MI 49525
616-361-2664

800 Ellis Road Suite 144
Muskegon MI 49441
231-799-4960

lamourie@progressiveae.com
<http://www.progressiveae.com>



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LAW OFFICE OF ROGER G. ISAAC

4438 Oakbridge Drive, Suite A

Flint, Michigan 48532

Phone: (810) 732-4022 / (Fax) 732-4060

Email: rgilaw@sbcglobal.net

November 1, 2011

Attention: Paul Bueche
City Manager for Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473-1498

Subject: PROPOSED REDEVELOPMENT/RESPONSE TO RFP
Abandoned Marathon Gas Station
Northwest Corner - Miller and Elms Roads
Swartz Creek, Michigan

Dear Mr. Bueche:

This Proposal is submitted by Mr. Roger G. Isaac, Attorney at Law, (The Applicant) on his own behalf, for the redevelopment of the abandoned Marathon gas station (Subject Site) located at the northwest corner of Elms and Miller Roads in the City of Swartz Creek, Michigan.

The Applicant is a licensed attorney in the State of Michigan and has practiced law in Genesee County for over 37 years. The Applicant currently maintains an office suite in the Oak Bridge office complex on Linden Road in Flint Township and employs a staff of three. The Applicant's legal practice focuses on business, real estate, corporate, and liquor licensing matters. The Applicant's clients are located not only in Genesee County but throughout the State of Michigan. The Applicant's proposed use is not in competition with the surrounding businesses and will provide new visitors to the area, enhancing opportunities for the surrounding businesses.

The Applicant has discussed the project with City personnel and the City's environmental consultant, reviewed the City's design/zoning requirements, and attended the pre-bid meeting. The Applicant believes that the proposed redevelopment meets the City's project objectives in a unique way. The Applicant looks forward to developing this project in a way that not only meets the local design standards but also enhances the gateway to the City of Swartz Creek.

Project Description:

The Applicant proposes that the Subject Site be redeveloped with an approximately 3,200 square foot office building to be owned and operated in conjunction with the Applicant's current law practice. It is expected that the Applicant will own and occupy the building for at least 10 years.

The Applicant previously owned and occupied a building located at 2305 Stonebridge Drive Flint Township, Michigan 48532. The Applicant's former office is the general basis for the building design proposed for the Subject Site. A rendering showing the proposed building is attached in Appendix A.

Generally, the proposed project is described as follows:

- Demolish the current building, remove the underground tanks, and address any environmental matters relevant to the redevelopment to the satisfaction of the City's environmental consultant;
- Construct an approximately 3,200 square foot, single story office building (no basement). The building will be constructed primarily of durable materials;
- Construct a "right turn only" drive with a boulevard along Elms Road;
- Construct a driveway at the southwest corner of the site and close the current cross access drive. The Applicant believes that independent ingress/egress is appropriate due to the dissimilar uses of the adjoining sites;
- Build a masonry knee wall around the perimeter of the Subject Site, allowing for pedestrian traffic to the subject building through an opening at the southeast corner of the Subject Site;
- Provide parking and landscaping as indicated on the attached Site Sketch in Appendix A.

Business Structure:

Roger G Isaac opened his practice on June 17, 1974 in Flint. Copies of relevant documents are included in Appendix B.

Environmental Matters:

The Applicant has discussed the project with Mike Smith of Applied Ecosystems, the City's environmental consultant. The Applicant has worked with Mr. Smith in the past and recognizes the need to properly address the environmental matters at the site and intends to redevelop the Subject Site in a responsible manner in order to enhance the neighborhood, provide for safe reuse of the Subject Site, and retain long-term property value and usability.

The Applicant has also confirmed that the Subject Site is not located within the jurisdiction of the Genesee County Drain Commission.

Prior Experience:

The Applicant has conducted numerous property development/redevelopment projects in the past, including the current (Oak Bridge) the former (Stone Bridge) law office locations of Roger G. Isaac, and 5 other commercial sites. Another easily-recognizable project is the Redwood Lodge, located in Gateway Center of which he owns 25%. These properties demonstrate the pride that the Applicant takes in his development efforts and the quality of the project designs.

Project Financing:

The Applicant estimates the project cost of \$400,000.00, which includes demolition, environmental, and construction of the new building, inclusive of utilities, parking and landscaping. While it is anticipated that the approximately 60% of the project will be bank financed, the Applicant is capable of financing the project with available personal funds. See Appendix C.

Project Timeline:


The Applicant anticipates demolition of the current building and removal of the storage tanks within 45 days of acquisition of the Subject Site. Subject to local approvals (Planning/Zoning, etc.), the Applicant anticipates that the construction portion of the project will take 4-6 months. It is the intention of the Applicant to occupy the new building by Summer 2012.

Authorized Negotiator:

The undersigned is the authorized negotiator for this project.

If you have any questions regarding this proposal, please call me at (810) 732-4022.

Yours Very Truly,



Roger G. Isaac
Attorney At Law

Attachments

Appendix A: Site Design

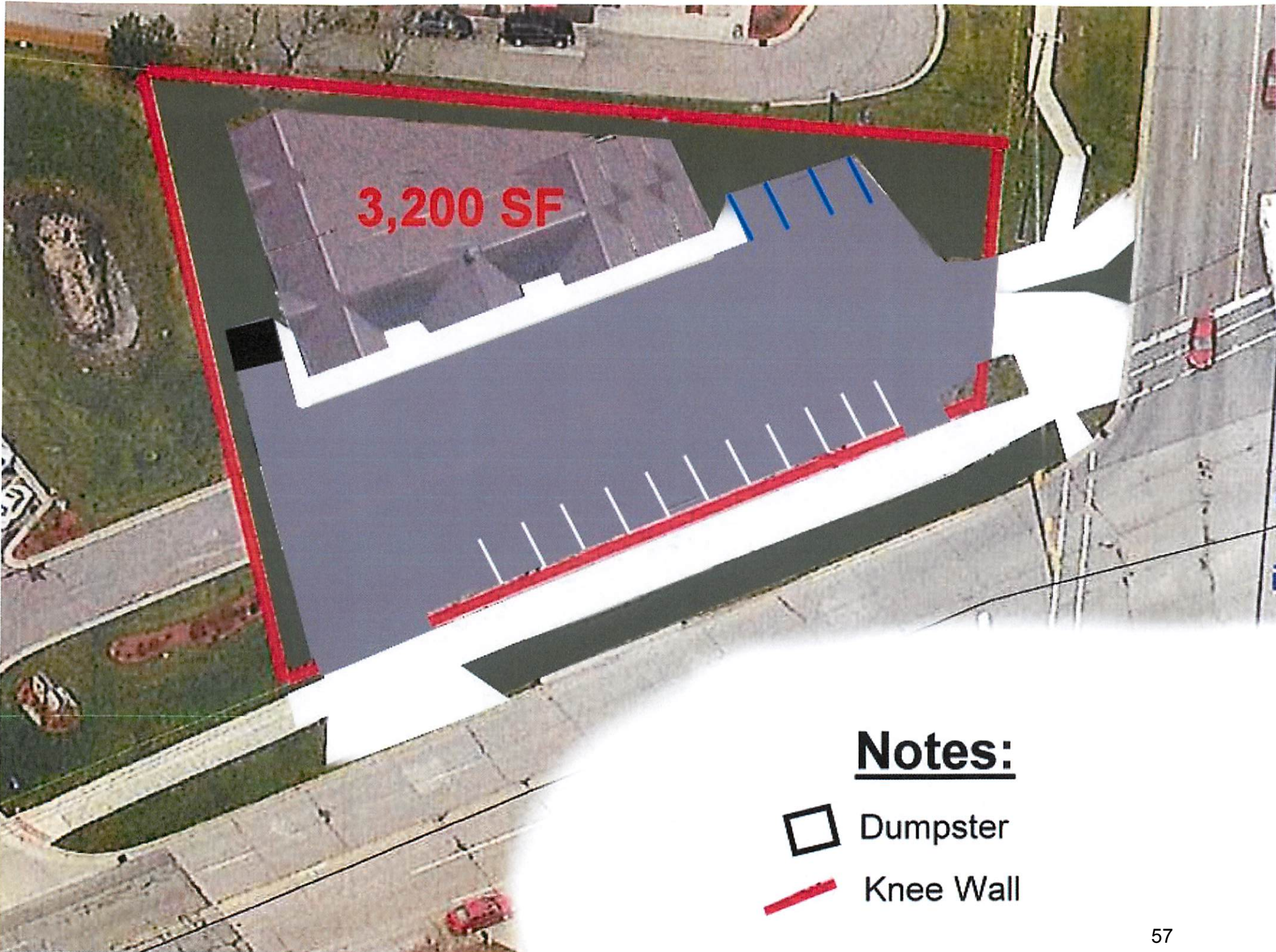
Appendix B: Business Licensing Documents

Appendix C: Financial Documents

APPENDIX A

SITE DESIGN





3,200 SF

Notes:



Dumpster



Knee Wall



BURGER KING

ARBY'S

3,200 SF

Elms Rd

Notes:

□ Dumpster

APPENDIX B

BUSINESS LICENSING DOCUMENTS

SBM

ATTORNEY

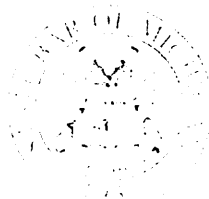
STATE BAR OF MICHIGAN 2011—2012

■ 306 Townsend, Lansing, MI 48933-2012 ■ 800-968-1442

Roger G. Isaac

Member Number

P23697



Business License # 14069

Flint Township Clerk's Office

G-1490 S. Dye Rd.
Flint, MI 48532

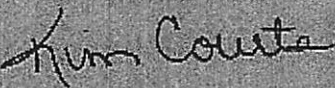
Karyn Miller, Supervisor
Kim Courts, Clerk
Sandra Wright, Treasurer

Trustees:
George
Menoutes
Belenda Parker
Franklin Kasle
Barb Vert

Expiration Date: **12/30/2011**

This certifies that a Business License has been issued to: ROGER G. ISAAC, ATTORNEY AT LAW located at:
4438 OAKBRIDGE DR, FLINT, MI 48532 effective 3/31/2006 under the provisions of Charter Township of
Flint Ordinance number 4.1-1. This license will expire on 12/30/2011.

Owner: **ISAAC ATTY, ROGER G**
4438 OAKBRIDGE DR STE A
FLINT, MI 48532



Kim Courts, Clerk

CITY OF SWARTZ CREEK
RE-DEVELOPMENT OF ABANDONED MARATHON FUEL STATION
REQUEST FOR PROPOSALS
Issued: October 31, 2011

Holiday Shores of Durand, Inc./Atkinson Construction Company
12568 Lansing Hwy., Durand, Michigan 48429



Swartz Creek Re-Development

Zoning:	GBD, General Business District with Planned Unit Development Overlay.
Proposed Building:	2,200 s.f.
Uses:	- Carryout with limited seating, and drive up. - Retail
Parking Spaces:	18 spaces
Drive Up:	12 spaces
Setbacks:	Front 5'-0" Side 0'-0" Rear: 20'-0"
Landscape Buffer	
Roadways:	10'-0"



Preliminary



Proposed Development of: 7026 Miller Road, Swartz Creek, Michigan

Project Description: Two options are being proposed for the property located at 7026 Miller Road, Swartz Creek, Michigan. The first option involves development of the property in 2012. The second option involves demolition, site grade restoration and leaving the property vacant for two to five years.

- **Option I** - The proposed redevelopment of the abandoned Marathon fueling station property located at 7026 Miller Road, Swartz Creek, will involve the demolition and removal of the abandoned structure, removal of underground storage fuel tanks, as well as all cement and asphalt on the site. Grade restoration will be completed on the site along with seed and mulch, pending final approval of development plans and commencement of construction.

It is proposed to build a 2200 square foot structure that will house two lease spaces. The structure will be brick and will compliment the commercial sites in the neighborhood. The structure will adhere to the commercial design standards of the zoning ordinance. Sample rendering of the proposed building, as well as site layout is attached.

- **Option II** - Involves the demolition and removal of the abandoned structure, as well as the underground storage fuel tanks. All other cement drives and asphalt will be removed. Grade restoration will be completed on the site along with seed and mulch. The site will be left vacant for a period of two to five years. The site will be maintained to assure a positive image of the area during that time period. Future uses of the site will be explored including development options after the two year time period.

Plans/Elevations: Site plans as well as a rendering/elevation of the proposed structure are attached. Emphasis was placed on meeting the City of Swartz Creek's zoning ordinance. Due to the unique size conditions of the site, not all zoning requirements could be met. This site design however, offers an excellent example of what can be done effectively with this site. This proposed plan will compliment the area and commercial sites in the neighborhood. A sign will be erected on the southeast corner of the site as a welcome to the City of Swartz Creek.

Business signage will be placed on the structure along with outdoor lighting. Additional lighting will be placed around the parking area.

An ingress/egress is requested off of Miller Road, at the western edge of the property. Site plans depict the proposed drive.

Organization: Holiday Shores of Durand, Inc. /Atkinson Construction Company, 12568 Lansing Hwy., Durand, Michigan 48429. Holiday Shores of Durand, Inc. /Atkinson Construction Company is an S Corporation; licensed to operate in the State of Michigan.

Environmental: Environmental concerns of the site will be addressed with the assistance of Applied EcoSystems. This will involve the following:

- A Phase 1 Environmental Site Assessment, Building Hazard Survey.
- Asbestos Demolition survey, currently being completed by the City.
- Geophysical Survey.
- Baseline Environmental Assessment.
- Due Care evaluation.
- Storage Tank Closure.
- Due Care Plan/Report.

Detailed information on each of the above is included in this packet.

Prior Experience: Atkinson Construction has been in business since 1948 and has been involved in hundreds of construction projects, primarily streets and underground work across Genesee and adjoining counties. Many of the projects were completed in and around the City of Swartz Creek. Holiday Shores Resort of Durand was developed in 1985 and the adjoining golf course of Holiday Meadows was developed in early 2002.

Project Financing: Holiday Shores of Durand/Atkinson Construction Company is a financially sound company with the necessary financial resources to complete this project.

Schedule: A detailed schedule of project will be completed with the transfer of ownership of the property. Tentative plans will be for demolition and clean up of the site, weather permitting, December/January. Development agreement, February of 2012 with construction commencing in June with a fall completion date.

Authorized Negotiator: Daniel B. Atkinson, 11396 E. Goodall Road, Durand, Michigan 48429, (989) 288-5133, cell (989) 297-3514.

Additional Information: A substantial investment will be made into the demolition, site restoration and development of this site. This proposal and the use of this site will integrate and compliment the surrounding neighborhood. The unique size of this site required creativity of design and the use of the land. Due to the investment that will be placed into this project if accepted, it is requested that the City of Swartz Creek waive any fees associated with this project.

Potential New Business Opportunities: The rendering depicts a Biggby coffee as one of the lease tenants of the structure. Biggby is an East Lansing, Michigan based company and is a successful corporation with over one hundred franchise locations across Michigan and other states. Biggby is excited about the opportunity to place a store in the Swartz Creek area and is willing to give a presentation to the Swartz Creek City officials on their company. Biggby has attached information in the packet to better inform each of you on their company. Biggby is a very community oriented company who would be an excellent addition to the Swartz Creek business community.

Many options exist for the second lease space. This proposal will lead to two new businesses in Swartz Creek, with new employees and is positive growth to the City of Swartz Creek.

Extensive work has been done to research and design this site for potential positive business growth to the City of Swartz Creek, as well as the opportunity to improve the appearance of the site with a development that compliments the area. The owners of Holiday Shores of Durand/Atkinson Construction Company believe in the community and putting resources into projects that will not only be successful as a business, but improve the community that we live in.

ENVIRONMENTAL CLEAN-UP

Phase I Environmental Site Assessment (ESA)/Building Hazard Survey: \$1,900

A Phase I ESA shall be performed in general accordance with the ASTM E 1527-05 requirements. The Phase I ESA will be used to support completion of a Baseline Environmental Assessment (BEA). The Building Hazard Survey will include an investigation into items requiring special handling/disposal including the following: Fluorescent light ballasts, mercury switches, hydraulic hoists/lift, contents of sediment traps and drains, abandoned septic tanks, abandoned wastes, and other similar hazards. Items identified shall be removed and disposed at the buyer's expense in accordance with applicable local, state, and federal laws and requirements prior to demolition of the subject building.

Asbestos Demolition Survey: \$750 - \$1,000

Prior to demolition or renovation of the Subject Building, a full asbestos demolition survey shall be conducted by a licensed inspector, and any asbestos required to be removed shall be removed by a licensed asbestos abatement contractor in accordance with MDEQ requirements. **NOTE: The City has asked me to proceed with this survey.**

Geophysical Survey: \$1,200 - \$3000

Either a radio frequency metal detector, ground penetrating radar, or electromagnetic survey shall be conducted in order to determine the likely presence or absence of abandoned underground storage tanks (USTs). If indications of a possible UST are present, the buyer shall perform necessary test pit investigations to confirm the presence or absence of tanks.

Baseline Environmental Assessment: \$1,500

The purchaser shall complete a Baseline Environmental Assessment for submittal to the MDEQ. The BEA proposed will rely on current soil and groundwater analytical data generated during Marathon's on-going site assessment/closure efforts.

Due Care Evaluation: \$4,500

The purchaser shall provide to Æ all site redevelopment plans – to include the location of the proposed building, details of excavation necessary for foundation/footing and slab on grade concrete floor, as well as any sub-grade work such as utility lines, storm sewers, etc. Æ will provide the necessary boring/sample locations for completion of a limited subsurface investigation. The investigation will consist of completion of 8 soil borings and collection/analysis of up to 16 soil and/or groundwater samples (including QA/QC samples) for analysis for volatile organic compounds (VOCs) and polynuclear aromatic

(PNA) compounds. The purpose of the Due Care Evaluation is to determine if remediation or engineering controls will be necessary to prevent unacceptable exposures on the site resulting for Recognized Environmental Conditions not addressed through the current Leaking Underground Storage Tank (LUST) closure process (such as former interior floor drains, septic systems, hydraulic hoists, etc.)

Æ will review the plans provided by the purchaser in conjunction with the results of the subsurface investigation to determine if Response Actions are necessary. Anticipated Response Actions may include the following: Restrictions on basement/subgrade construction, placement of a 6 mil polyethylene vapor barrier below a future concrete slab floor, and proper disposal of contaminated soils excavated as part of the site redevelopment process (unless soils can be returned to their place of origin), and proper abandonment of any on-site drinking water wells and/or groundwater monitoring wells. If groundwater monitoring wells are necessary for Marathon to continue its site closure requirements, the wells shall not be abandoned, and the redevelopment shall be conducted in such a fashion to prevent destruction of the wells and to provide for long-term access to the wells for testing purposes.

The full scope of necessary Due Care requirements will not be known until redevelopment plans are finalized. Notwithstanding the required scope of work above, the purchaser shall take all necessary steps to address Due Care requirements to comply with MDEQ requirements; however, the purchaser will not be required to secure MDEQ approval. In the event that the purchaser and Æ disagree on the scope of work necessary to address Due Care requirements, the final scope of the requirements will be requested from the MDEQ, and the purchaser shall be responsible to secure MDEQ approval of the Due Care Plan.

Storage Tank Closure: \$15,000 - \$20,000

Negotiations with Marathon regarding removal of the existing USTs are on-going. It is unknown at this time if Marathon will remove or cause removal of the current USTs. Notwithstanding any involvement by Marathon, the buyer shall be responsible for final removal/closure of the existing USTs, including any additional USTs discovered.

Due Care Plan/Report: \$1,500.00

The results of the Due Care Evaluation, and response actions completed by the purchaser, will be documented in a Due Care Plan in accordance with MDEQ requirements.

PROPOSAL FOR RE-DEVELOPMENT OF ABANDONED MARATHON FUEL STATION SWARTZ CREEK, MICHIGAN

PROJECT DESCRIPTION

Obviously this site has been an eyesore for the people of the City of Swartz Creek. We are extremely excited to propose 2 options that would proudly serve as a “Gateway” into the City of Swartz Creek as people travel into the City.

We propose 2 options for the re-development of said property.

Option 1 – most preferred- Demolition of existing structure, removal of canopy, satisfy environmental conditions according to Michigan Department of Environmental Quality. Once we have cleared and cleaned site we would level ground and plant grass seed until we have secured a tenant or new owner. We have been in negotiations with several franchises and have received a verbal “serious interest” indication from the Tim Hortons Franchise Corporation. We have illustrated tentative proposals which would occupy a building approx 1700 -2000 sqft. Drive thru window access, and parking. Details of layout would need to be discussed with City of Swartz Creek regarding specific site and building design requirements. Please see illustrations for a clearer perspective.

Option 2 - Demolition of existing structure, removal of canopy, satisfy environmental conditions according to Michigan Department of Environmental Quality. Once we have cleared and cleaned site we would level ground and plant grass seed and maintain to provide a clean property as one of the main entrances to the City.

PLANS/ELEVATIONS

Please see attachments showing the proposed structures, other site elements, proposed driveway locations, parking, elevations, and sample renderings/photos of the building exterior for Tim Hortons.

ORGANIZATION

The name of the organization is: Corlin Builders, Inc. whose address is 3407 Torrey Road, Flint, MI 48507. This company is a corporation and the principals are Ghassan Saab and Khalil Saab who also operate Sorensen Gross and G & K Associates. The project may be developed by any of the above companies which are owned by the same principals. Contact number 810-235-3200.

ENVIRONMENTAL

To our knowledge the site has had old petroleum storage tanks removed and new ones installed but have not had petroleum products stored in them at this point. Some contaminated material was removed, but would need a full environmental analysis to identify additional problems. We understand there may be contamination of building materials and grounds in and around immediate building that will be cleared upon further environmental investigation. Environmental issues would be mitigated using licensed contractor to satisfy the Michigan Department of Environmental Quality. Noted Facility ID is 00018150.

PRIOR EXPERIENCE

Some other projects completed by our company include the CORLIN PLAZA (at Corunna and Linden Road), which houses shopping centers, restaurants, office space as well as many other office buildings and shopping centers.

PROJECT FINANCING

Please see the enclosed financial statements providing evidence of funds necessary to complete said project. Additional financial information will be provided upon request.

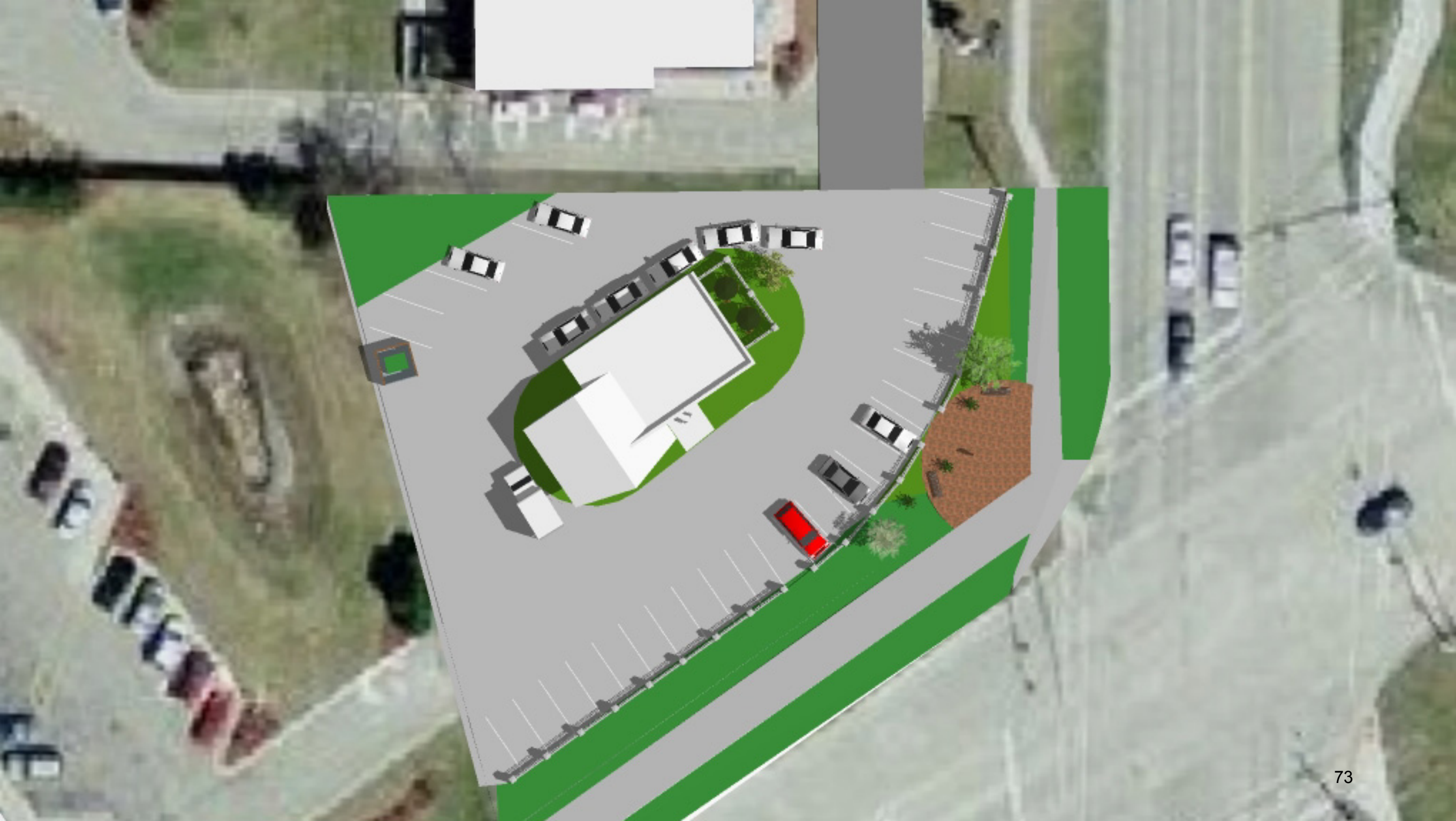
SCHEDULE

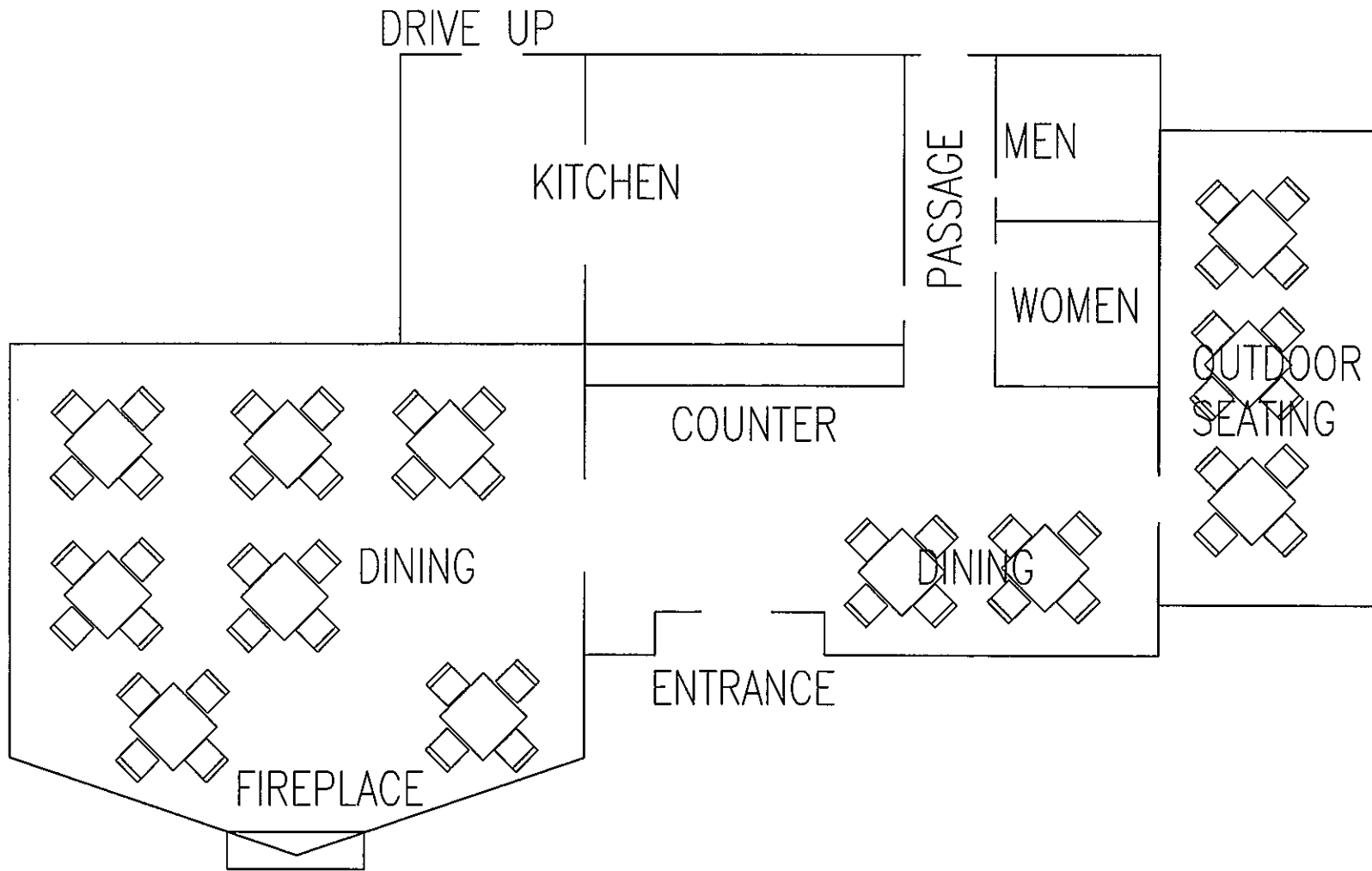
Environmental study and clean-up to begin immediately upon being awarded the project.
Ground breaking and construction to begin as soon as environmental clean-up is completed.
Project completion shall be mid to late 2012.
For option 2 above clean / clear site and plant and maintain seeded property for a period of 2-5 years until economic conditions improve to solicit an appropriate tenant / owner.

AUTHORIZED NEGOTIATOR

Ghassan Saab Jr. and Khalil Saab are authorized to negotiate and agreement with the City of Swartz Creek for said project. Phone number is 810-235-3200. Another authorized representative/negotiator may be appointed at a later date.











MICHIGAN DEPARTMENT OF COMMERCE - CORPORATION AND SECURITIES BUREAU

Date Received

MAY 02 1994

(FOR BUREAU USE ONLY)

FILED

MAY 06 1994

Administrator
MICHIGAN DEPARTMENT OF COMMERCE
Corporation & Securities Bureau

EFFECTIVE DATE:

Name Corlin Builders, Inc.			
Address 3407 Torrey Road P.O. Box 7718			
City Flint	State Michigan	Zip Code 48507	

Document will be returned to the name and address you enter above

115-299

ARTICLES OF INCORPORATION
For use by Domestic Profit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 284, Public Acts of 1972, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

Corlin Builders, Inc.

ARTICLE II

The purpose or purposes for which the corporation is formed is to engage in any activity within the purposes for which corporations may be formed under the Business Corporation Act of Michigan.

ARTICLE III

The total authorized shares:

1. Common Shares 1,000

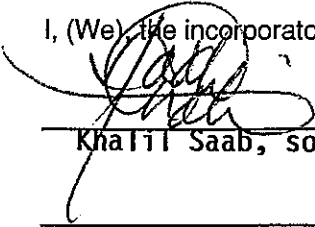
Preferred Shares none

2. A statement of all or any of the relative rights, preferences and limitations of the shares of each class is as follows:

M

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

I, (We) ~~the~~ incorporator(s) sign my (our) name(s) this 28th day of April, 1994.



Khalil Saab, sole shareholder

**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE POLICY
 WORKERS COMPENSATION RENEWAL INFORMATION PAGE
 RENEWAL OF W7H-3579988-02**

1H

CARRIER CODE NO. 11002

Policy Number	Policy Period		Coverage is Provided in the	Agency Code
W7H-3579988-03	From 04/09/2011	To 04/09/2012	CITIZENS INSURANCE COMPANY OF AMERICA	0300675

ITEM 1. Named Insured and Address
 G & K ASSOCIATES &
 3407 TORREY RD
 FLINT MI 48507

Agent BROWN & BROWN
Telephone: 810-629-1566
 OF MICHIGAN, INC.
 1190 TORREY ROAD
 FENTON, MI 48430

Federal ID No. 382666076 **Bureau File No.** 1075756A

SEE ATTACHED SCHEDULE OF ADDITIONAL LOCATIONS FOR OTHER
 WORKPLACES NOT SHOWN ABOVE.
 IF APPLICABLE SEE CONTINUATION OF NAMED INSURED SCHEDULE.
 ENTITY OF INSURED - CORPORATION

ITEM 2. POLICY PERIOD- 04/09/11 TO 04/09/12 12:01 AM STANDARD TIME AT
 THE ADDRESS OF THE INSURED AS STATED HEREIN.

**ITEM 3A. PART ONE OF THIS POLICY APPLIES TO THE WORKERS' COMPENSATION LAW AND
 ANY OCCUPATIONAL DISEASE LAW OF EACH OF THE FOLLOWING STATES-**
 MI.

**B. PART TWO OF THIS POLICY APPLIES TO EMPLOYERS' LIABILITY INSURANCE FOR
 WORK IN EACH STATE LISTED IN ITEM 3A:**

BODILY INJURY BY ACCIDENT	\$500,000 EACH ACCIDENT
BODILY INJURY BY DISEASE	\$500,000 EACH EMPLOYEE
BODILY INJURY BY DISEASE	\$500,000 POLICY LIMIT

**C. PART THREE OF THIS POLICY APPLIES TO OTHER STATES INSURANCE FOR THE FOL-
 LOWING STATES- ALL STATES EXCEPT ND,OH,WA,WY,
 AND THOSE STATES SPECIFICALLY NAMED IN ITEM 3A.**

**D. SEE ATTACHED SCHEDULE FOR LIST OF ENDORSEMENTS AND SCHEDULES FORMING
 PART OF THIS POLICY.**

**ITEM 4. THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF RULES,
 CLASSIFICATIONS, RATES, AND RATING PLANS. ALL INFORMATION REQUIRED BELOW
 IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT.
 ADJUSTMENT OF PREMIUM SHALL BE MADE ANNUALLY.**

CLASSIFICATION OF OPERATIONS		EST ANNUAL PREMIUM
SEE ATTACHED SCHEDULE OF OPERATIONS		693
MINIMUM PREMIUM	\$810	
	EXPENSE CONSTANT	195
	PREMIUM FOR TERRORISM	\$11
	TOTAL ESTIMATED ANNUAL PREMIUM	\$899
	DEPOSIT PREMIUM	\$899

COUNTERSIGNED THIS 22 DAY OF April 2011,

BRANCH OFFICE: 3950 PRIORITY WAY S D SUITE 200
 IF THE BILL FOR YOUR POLICY IS NOT ENCLOSED, IT WILL BE SENT TO YOU SEPARATELY.

Kathryn J. Brown
 AUTHORIZED REPRESENTATIVE
 INDIANAPOLIS IN 46240



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention. sm

February 6, 2012

Mr. Paul Bueche, City Manager
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

RE: Design Engineering Proposal
Morrish Road Bridge Rehabilitation over Swartz Creek

Dear Mr. Bueche:

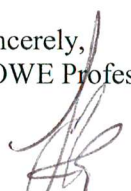
ROWE Professional Services Company is pleased to provide the city with a design engineering proposal for the above referenced project. Construction is estimated at \$584,000 and will involve replacing the superstructure of Morrish Road Bridge over the Swartz Creek. The project will include separating pedestrian traffic from vehicular traffic and addition of an aesthetic pedestrian railing and bridge lighting.

Funding has been approved for the MDOT FY 2013 through the Local Bridge Program. The total local match for construction is estimated at \$29,200 plus 100% of the bridge lighting costs and decorative pedestrian railing. The estimated cost for these aesthetic elements is \$72,000.

Our fee for providing design engineering is \$29,787 (Exhibit C). Attached is a preliminary design engineering cost breakdown and list of services ROWE will provide in order to complete the design through the MDOT Local Agency Bridge Program process (Exhibit A).

We look forward to another successful project with the city, should you have any questions please feel free to contact me.

Sincerely,
ROWE Professional Services Company



Louis P. Fleury, P.E.
Project Manager

Attachments

R:\sdsk\Proj\PROPOSAL\Bridges\Swartz Creek\Morrish\Swartz Creek - Morrish Road over Swartz Creek.docx

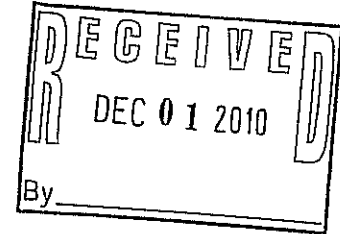


STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

November 9, 2010



Mr. Paul Bueche, Manager
City of Swartz Creek
8083 Civic Drive
Swartz Creek, Michigan 48473

Dear Mr. Bueche:

We are pleased to inform you that the Local Bridge Advisory Board has approved the recommendation by your Region Bridge Council (RBC) to select the following bridge(s) for inclusion in the Local Bridge Program. Each Regional Bridge Council has created a 3-year bridge plan and the bridges selected from the 2010 call for applications are scheduled for funding during the 2013 fiscal year (except as noted below). Unless arrangements have been made with your RBC, a project will not be allowed to be let to contract before its scheduled funding year.

B01 of 25-10-27, Morrish Road over Swartz Creek, Str. #2868
Application Estimate: \$584,000 Selected for Rehabilitation

The following conditions will apply to these projects:

1. The federal and state share will be 95 percent of the eligible project costs;
2. These funds are to be used for eligible bridge and approach construction costs only;
3. State and federal participation in approach construction is limited to work within limits defined by "touchdown" points to the existing approach grade. Exact limits will be determined on a project by project basis; and
4. Costs for preliminary engineering, construction engineering, and right of way acquisition are not eligible for federal or state aid under the Local Bridge Program.

The plans and specifications for these projects must be developed using the English system and the most current edition of the Michigan Department of Transportation Standard Specifications for Construction.

To help minimize major changes at the preliminary plan stage, a Type, Size and Location (TS&L) study must be submitted to the Local Agency Programs Unit in the Design Support Area for review prior to the preliminary plan submittal. Please see the requirements for the TS&L submittal on MDOT's website, at http://www.michigan.gov/documents/mdot_TSL_80574_7.pdf.

Mr. Bueche:

Mr. Bueche:
Page 2
November 9, 2010

As of October 1, 2009, the Local Bridge Program implemented the "20% Rule." If at the time of the grade inspection, the construction estimate exceeds the application estimate by more than twenty percent (20%), the Region Bridge Council (RBC) will need to decide if the project will be capped at the application estimate plus twenty percent, if it will be allowed to proceed as is, or if the project will be postponed. Please make every effort to limit construction work to stay reasonably close to the application estimate.

The project(s) selected for funding, listed on page 1 of this document, was based on the scope of work listed in the submitted application. The Local Bridge Advisory Board set policy that a change in scope of a project will require the local agency to make a choice. First, they may proceed with the changed scope and have the funding amount capped at the application estimate or second, they may reapply for the project with the updated scope during a subsequent call of applications. Please be aware of this policy as the plans progress.

Please complete the Program Application for Bridge Projects, form number 0258, and submit to this office with the preliminary plans. The form can be found on the Michigan Department of Transportation's website at <http://mdotwas1.mdot.state.mi.us/public/webforms/public/0258.pdf>.

If you have any questions or, for any reason, you decide not to participate in this program, please contact me, at (517) 373-2346 as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith Cooper", with a long horizontal flourish extending to the right.

Keith Cooper, P.E.
Bridge Program Manager
Local Agency Programs

EXHIBIT A SCOPE OF WORK

Type Size & Location Plans

1. Meet with the City of Swartz Creek personnel to review the proposed scope of the project, including site inspection, review of available information, project scheduling requirements and general management responsibilities.
2. Perform topographic survey including a minimum 200 feet of roadway either side of the structure; determine right-of-way; and complete waterway cross-sections for MDEQ permit requirements.
3. Perform hydraulic computations and scour analysis to satisfy MDEQ permit requirements and prepare the Inland Lakes and Streams Act permit as required by Part 301 of P.A. 451 of 1994, as amended, for the city's submittal to MDEQ.
4. Prepare and submit TS & L plans for review by MDEQ and MDOT.

Grade Inspection Plans

1. Coordinate design development with all applicable agencies including MDEQ, Drain Commission, utilities, etc.
2. Prepare preliminary plans, including engineer's estimate, special provisions, project programming, SHPO Clearance, and submit to MDOT for review.
3. Prepare lighting design and coordination with Consumers Energy for power drop location for four lights in the proposed bridge railing.
4. Attend grade inspection meeting with MDOT and City of Swartz Creek personnel.

Final Plans

1. Prepare and submit final plans to the MDOT Local Agency Bridge program.
2. Finalize quantities and engineer's estimate.

Not included in the above scope, is the following:

An Environmental Assessment of the project area, which is anticipated to be a Categorical Exclusion site.

Endangered or threatened species studies.

Construction management, engineering, and staking services.

Soil borings, substructure geotechnical evaluation or global stability analysis.

Permit fees

Easement acquisition



EXHIBIT B
PROPOSAL SCHEDULE

Morrish Road Bridge over the Swartz Creek

<u>Phase</u>	<u>Date</u>
Obtain approval of contract	March 2012
Proceed with Design	March 2012
Topographic Survey (weather dependent)	March or April 2012
TS&L Plans Complete & Submit to MDOT	June 15, 2012
Receive TS&L approval from MDOT	End of June, 2012
GI Plans Complete & Submit to MDOT	July 27, 2012
Approximate GI Meeting with MDOT	August 24, 2012
Final Plan Submittal to MDOT	September 28, 2012
Anticipated Letting	December 7, 2012

December letting is based on availability of funds from MDOT and FHWA.

EXHIBIT C
PROPOSED FEE

1. Field Work		
Topographical Survey	20 hours @ \$142/hour	\$2,840
Research	4 hours @ \$95/hour	\$380
CAD	7 hours @ \$81/hour	<u>\$567</u>
	<i>Design Field Work Subtotal</i>	<i>\$3,787</i>
2. Plans, Specifications and Estimate (P, S & E)		
Project Manager	12 hours @ \$120/hour	\$1,440
Project Engineer	66 hours @ \$99/hour	\$6,534
Asst. Project Engineer	110 hours @ \$92/hour	\$10,120
Designer	93 hours @ \$85/hour	<u>\$7,905</u>
	<i>P, S & E Subtotal</i>	<i>\$25,999</i>
	Design Total	\$29,786



Paul Bueche

From: Connie Eskew
Sent: Friday, February 10, 2012 1:35 PM
To: Juanita Aguilar; Paul Bueche
Subject: FW:
Attachments: View Newspaper Map.pdf

From: stacey hulber [mailto:shulber@mihomepaper.com]
Sent: Friday, February 10, 2012 12:45 PM
To: Connie Eskew
Subject: RE:

Our paper publishes every Thursday. Boxed legal notices with the official notice header are priced at \$13.50 per column inch. This is usually used for notices of public hearings & other larger notices. Single column notices start at \$42.30 for the first 240 words & \$16.90 for each additional 120 words. This is used for meeting minutes & other legals that don't need the official notice header.

I have attached a map showing the areas covered by the View Newspapers. Our current Swartz Creek circulation is 9,402 papers direct-mailed to residents of the 48473 zip code.

If you have any other questions, please don't hesitate to contact me.

Thank you,

Stacey Hulber

Accounting Assistant/Legal Publications
 County Press & View Newspapers
 Phone: (810)664-0811 ext. 1112
 Direct: (810)452-2642
 Fax: (810)667-6309
shulber@mihomepaper.com

From: Connie Eskew [mailto:CEskew@cityofswartzcreek.org]
Sent: Friday, February 10, 2012 11:54 AM
To: stacey hulber
Subject:

Stacey,

Could you please give a price on placing legal ads, also what is the circulation schedule? We are looking to placing more ads but need this information first. What area does the Swartz Creek View cover? All the townships with Swartz Creek mailing addresses?

Connie

"YOUR COMMUNITY CONNECTION"

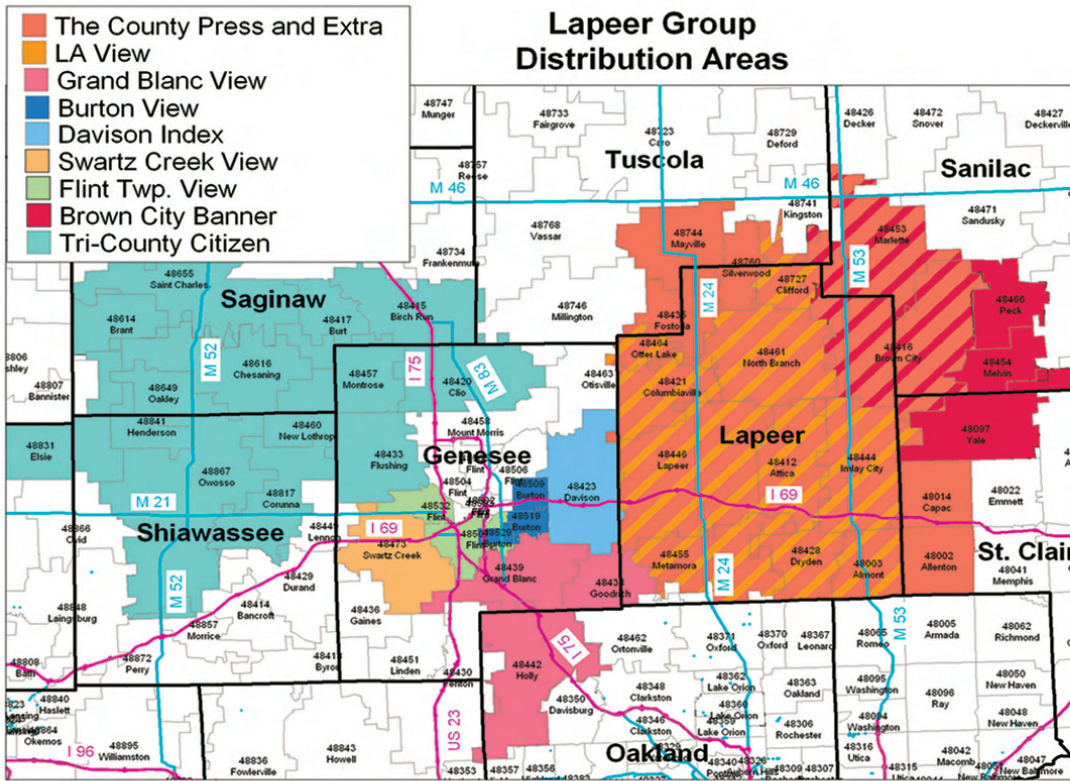
VIEW Newspaper Group

Community Newspapers Show Strong Readership

- 73 percent of those surveyed read a local newspaper each week.
- Those readers, on average, share their paper with 3.34 persons.
- They spend about 37.5 minutes reading their local newspapers.
- 78 percent read most or all of their community newspapers.
- 41 percent keep their community newspapers six or more days (shelf life).
- 62 percent of readers read local news very often in their community newspapers.
- 39 percent of those surveyed read local education (school) news very often in their newspapers.
- 30 percent read local sports news very often in their newspapers.
- 35 percent read editorials or letters to the editor very often in their newspapers.
- 98.8 percent of households regularly receive the View Newspapers
- 78.9 percent say they regularly read or look through the products

The local community newspaper is the primary source of information about the local community for 49.3 percent of respondents. The next best source runs a distant second: friends and relatives for 18 percent of respondents and TV, 16 percent. Readers are nearly seven times more likely to get their local news from their community newspapers than from the Internet (7.7 percent). Less than 6 percent say their primary local news source is radio.

*Source National Newspaper Association & CVC Audit



Newspapers CIRCULATION & STATISTICS



BURTON VIEW

Circulation:
12,442
Format:
Modular Tabloid
Publication Day: Thurs.
Distribution:
Free/US Mail
Ad Deadline: Fri.



DAVISON INDEX

Circulation:
14,094
Format:
Modular Tabloid
Publication Day: Thurs.
Distribution:
Free/US Mail
Ad Deadline: Fri.



FLINT TWP. VIEW

Circulation:
16,864 (SCV included)
Format:
Modular Tabloid
Publication Day: Thurs.
Distribution:
Free/US Mail
Ad Deadline: Fri.



GRAND BLANC VIEW

Circulation:
26,672
Format:
Modular Tabloid
Publication Day: Thurs.
Distribution:
Free/US Mail
Ad Deadline: Fri.



LAPEER AREA VIEW

Circulation:
34,416
Format:
Modular Tabloid
Publication Day: Thurs.
Distribution:
Free/US Mail
Ad Deadline: Fri.



SWARTZ CREEK VIEW

Circulation:
16,864 (FTV included)
Format:
Modular Tabloid
Publication Day: Thurs.
Distribution:
Free/US Mail
Ad Deadline: Fri.



BROWN CITY BANNER

Circulation:
926
Format:
Modular Tabloid
Publication Day: Mon.
Distribution:
Paid/US Mail
Ad Deadline: Wed.



COUNTY PRESS & EXTRA

Circulation:
41,920 / 7,377
Format:
Modular Broadsheet
Publication Day: Sun./Wed.
Distribution:
Paid & Free/US Mail & Carrier
Ad Deadline: Wed. & Fri.



TRI-COUNTY CITIZEN

Circulation:
17,666
Format:
Modular Tabloid
Publication Day: Sun.
Distribution:
Free/Carrier
Ad Deadline: Wed.

Flint Journal

Legal Advertising Deadlines

Tuesday	Thursday	3:00 p.m.
Thursday	Monday	4:00 p.m.
Friday	Tuesday	4:00 p.m.
Sunday	Tuesday	4:00 p.m.

Prices

Daily	\$41.30 per column inch
Sunday	\$49.50 per column inch

FLINT CHARTER TOWNSHIP, MUNDY CHARTER TOWNSHIP AND THE CITY OF SWARTZ CREEK



PROPOSAL TO CONDUCT A FEASIBILITY STUDY FOR MUNICIPAL SHARED-SERVICES

MUNICIPAL CONSULTING SERVICES LLC

MUNICIPAL CONSULTING SERVICES LLC

January 17, 2012

Ms. Karyn Miller, Township Supervisor
Flint Charter Township
1490 S. Dye Road
Flint, MI 48532

Mr. Paul Bueche, City Manager
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473-1377

Mr. David Guigear, Township Supervisor
Mundy Charter Township
3478 Mundy Avenue
Swartz Creek, MI 48473

Dear Ms. Miller and Messrs. Bueche and Guigear,

We are pleased to propose our services to conduct a feasibility study to explore shared-service opportunities for Flint Charter Township, Mundy Charter Township and the City of Swartz Creek. This study will encompass police and fire operations as well as building, assessing and other community development activities.

Our proposal presents an approach that will provide your three communities with an in-depth evaluation of all facets of this complex issue, as well as realistic and attainable conclusions regarding both benefits to be realized as well as constraints.

For your convenience, we have organized the proposal in the following sections:

- Our Understanding of the Situation
- Our Approach to the Project
- Our Firm and Project Team
- Qualifications to Perform the Work
- Timing and Fees.

We appreciate the opportunity to propose our services to you. If you have questions concerning the proposal or desire further discussion, please contact me at 734.904.4632. I look forward to discussing the proposal with elected officials of the three communities at your direction.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

**FLINT CHARTER TOWNSHIP, MUNDY CHARTER TOWNSHIP AND
THE CITY OF SWARTZ CREEK**

**PROPOSAL TO CONDUCT
A FEASIBILITY STUDY FOR MUNICIPAL SHARED-SERVICES**

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II. Our Approach to the Project	II-1
III. Our Project Team	III-1
IV. Qualifications to Perform the Work	IV-1
V. Timing and Fees	V-1
<i>Project Team Résumés</i>	<i>Appendix A</i>

SECTION I

**OUR UNDERSTANDING OF THE SITUATION AND
PROJECT SCOPE**

SECTION I

OUR UNDERSTANDING OF THE SITUATION AND PROJECT SCOPE

Our Understanding of the Situation

Similar to other regions of the state, Genesee County has been negatively affected by the economic recession. This impact can be seen in the number of job losses, the significant reduction in economic activity and the ongoing decline in property values. This retrenchment is not anticipated to end in the short-term and, as such, can be expected to reshape the business environment.

As the economic fall-out has intensified, local governments such as Flint Township, Mundy Township and the City of Swartz Creek have seen large reductions in operating revenues. These have resulted from a myriad of sources including declining property values and associated tax revenue, reductions in state revenue-sharing, decreases in investment income and loss of income from building permits and other secondary revenue sources that are dependent on new development.

As municipal revenues have declined, the three governments have been forced to institute ongoing cost reductions and find methods for containing expenses. With each fiscal year, this is becoming more difficult to achieve – without compromising core services.

One potential solution to this problem could be service consolidation. This would involve thinking beyond the traditional geographic boundaries and focusing on combining resources with other communities to achieve a more efficient economy-of-scale. It is a concept that being actively promoted by the Governor's office and pursued by many local governments state-wide.

Recognizing this, Flint Township, Mundy Township and the City of Swartz Creek have expressed a desire to utilize a professional consultant to assist in conducting a feasibility study to identify the potentiality for shared-services arrangements for a number of major service areas including police, fire, building and assessing services. This study will examine each service area and seek to identify areas where cooperative arrangements could result in cost and/or service benefit.

Project Scope

The scope of the study will encompass:

- Flint Township, Mundy Township and the City of Swartz Creek.
- Four service areas including police, fire, building and assessing.

- The analysis of current operations and shared-services opportunities consistent with the work plan included in Section II of this proposal.
- Development and presentation of a comprehensive, final report document organized to provide:
 - An assessment of current operations in each community and cost saving opportunities within the current operations;
 - An evaluation of the potential impacts of service consolidation for each of the four service areas – including detailed financial and service impacts and the particular changes that will be required;
 - Conclusions regarding the most advantageous path for each community and the three communities as a whole, presented as a “road map”.

Municipal Consulting Services LLC is pleased to respond to this opportunity to assist Flint Township, Mundy Township and the City of Swartz Creek with this important project. Based on our experience in prior, similar projects, we are confident of our ability to work with representatives and employees of the three communities in conducting an objective evaluation which results in realistic and supportable opportunities for cost savings and/or service enhancement.

* * * * *

In the following section, we present our approach to conducting the study.

SECTION II

OUR APPROACH TO THE PROJECT

SECTION II

OUR APPROACH TO THE PROJECT

Our approach to the project is grounded in two fundamental concepts:

1) *Utilization of the study's findings is the ultimate measure of success.*

The three communities will not benefit from a report, however impressive, which simply "collects dust" on the shelf and is not used as a basis for decision making. Consequently, our approach to the project must be structured to go beyond the "easy answers" and work toward the development of solid findings that can be used to guide the decision-making process.

Municipal services analyses are extremely complex. The issue of service responsiveness must be ever in the forefront in considering alternatives to operating procedures. Our approach recognizes this complexity and the level of effort that must be expended to develop useful findings and conclusions.

2) *Each jurisdiction must be provided significant opportunity for input and discussion throughout the course of the project.*

Based on our experience in prior projects, this involvement is a prerequisite to success. In light of this, opportunity for involvement will be provided throughout the study process to a designated steering committee and departmental representatives in all three communities.

From an evaluative perspective, the involvement of each municipality will assure that the analysis considers all relevant issues and options and increases the likelihood that our conclusions are solidly grounded, if not ultimately acceptable to all concerned parties.

The approach which we will use in conducting the evaluation is summarized in the following work tasks.

Task 1: Meet and Finalize Work Plan and Reporting Arrangements

Following award of the contract, our project consultant will meet with the two Supervisors and City Manager from the three communities. Ideally, these three individuals will compose the steering committee designated for this particular project.

At the initial committee meeting, we will finalize the project scope, approach and develop a future meeting schedule. We are confident of our ability to establish an effective and ongoing dialogue. It will be our intention to establish a strong working relationship with the committee and each individual municipality. We will provide frequent progress reports and will be available to meet with the three representatives throughout the course of the engagement, as we develop the shared-service models.

Task 2: Meet Individually With the Supervisors and City Manager

Our initial project activities will focus on gaining an understanding of the various municipal governments. We have completed project work for two of the three governments – this will shorten the “learning curve” to some degree. Ultimately it will be our objective to gain a strong working knowledge of each of the three municipal governments. Initial meetings with the administrative managers will be the first step in this process.

Task 3: Request, Collect and Review Current and Historic Operating Data

At this time we will also request and review broad-based information pertaining to current and historic administration of the three municipalities. This will include information such as:

- Financial summaries including annual audits, budget documents, capital budgets and related policies.
- Personnel information including job descriptions, work rules, wage and benefit schedules, personnel policies and collective bargaining agreements.
- Operational information such as organization charts, annual reports, management communications and other information that will be used as the foundation for a growing data base.

As the study progresses this “data bank” will be expanded as our project team increasingly builds our knowledge of the respective operations.

Task 4: Meet With Department Heads of Each Municipal Department in Each Jurisdiction

Having reviewed the above data, we will schedule field visits to each of the three municipalities. During the field visits we will interview each department head, tour the work area and facility, discuss service levels and workload and explore current and potential opportunities for shared-services or service consolidation. Additional data will also be requested at this time as discussed in the following Task 5.

Task 5: Request and Review Department-Specific Information

It will be our intention to gain a full understanding of all facets of all department operations. Concurrent with and as part of the Task 4 meetings, we will request and collect available data related to the target departments including historic and current information such as budget detail, statistical activity and service data, manpower scheduling systems, procedural directives and manuals, management reports, equipment inventories and vehicle records, training records, and all other data related

to operations. As we continue through the study process, additional data will be requested, reviewed and integrated into the growing data base.

Task 6: Conduct Department Interviews

Following data review, we will schedule and conduct interviews and field visits with command officers and administrative personnel (and line personnel as needed) in each department in each municipality. The objective of these interviews will be to further our understanding of each organization, workload, facilities and equipment, service demand and particular duties and responsibilities.

Task 7: Meet With Elected Officials

We will also interview any and all elected officials that desire a personal interview and any department heads that interact in a meaningful way with the studied departments. In regard to elected officials, interviews will be scheduled concurrently on predetermined days to facilitate logistical coordination.

Task 8: Collect Demographic information and Evaluate Service Trends

Each community has its particular needs and service demands. Moreover, each community has different demographic characteristics and growth trends. In this task we will collect and review available demographic information and service data to determine and illustrate service demand and trends for each of the three communities for each applicable service area.

Task 9: Develop Conclusions Regarding the Cost Effectiveness of Current Operations

Essentially, we will conduct an operational assessment of each operating department as part of the shared-services study. As a result, we will be positioned to perform two important tasks:

- Provide each community with an accurate assessment of current operations – including strengths, weaknesses and areas where cost savings could be achieved without consolidation. This will provide each community with an additional optional approach to cost savings; in the event that consolidation of that particular service area does not result. This assessment will be thoroughly documented in the final report.
- With an in-depth understanding of each operation and community we will be positioned to develop thorough and meaningful consolidation models that are well conceived, comprehensive and can be given serious consideration from an informed perspective.

Task 10: ***Develop Preliminary Consolidation Models for the Four Studied Areas and Present Findings to the Committee for Discussion***

At the conclusion of Task 9, we will have developed a strong working knowledge of each municipal operation and its respective departments. Having gained this knowledge, we will illustrate the potential for consolidation for each of the four operating areas (police, fire, building and assessing). Factors that will be considered in this evaluation will include, but not be limited to:

- Organization and management structure
- Staffing levels
- Scheduling of personnel and deployment
- Facilities – both existing and potential
- Impact on service levels and service need
- Equipment needs and deployment
- Technology needs
- Labor issues
- Options for governance and cost sharing
- Use of private sector or other governments in the model
- Revenue, expense and budgetary implications.

Essentially we will summarize all of the collected data to illustrate different options and the likely impacts of consolidating each service area. We will meet with the steering committee and present this data for discussion and review. The purpose of this process will be to have an informed discussion with the intention of focusing the evaluation on those options that have the greatest advantage.

Task 11: ***Develop Shared-Services Models for the Final Report***

Having narrowed the analysis to the most cost beneficial options for shared-services we will proceed to document the particular operational and financial impacts of each. This will include all of the above factors discussed in Task 10. Summarily, we will clearly specify:

- The impact on existing service levels (positive or negative)
- The staffing, operational and/or capital configurations that will be required to operationalize the new model
- The cost savings to be realized
- Contractual or legal limitations that must be addressed
- Various cost formulas and governance models that could be used.

Each option (police, fire, building and assessing) will be organized to clearly illustrate the impact for the unique jurisdictions. The objective will be to present the data and accompanying narrative in a clear form that can be understood by a layman, yet be sufficiently comprehensive to provide the technical direction necessary for successful implementation.

Task 12: *Prepare and Submit Final Report*

At the conclusion of Task 11, we will develop a comprehensive final report that includes all of our findings and conclusions. The report will be developed to serve as a “road map”, providing the information necessary for political discussion and decision-making regarding the future of municipal service provision in Flint Township, Mundy Township and the City of Swartz Creek.

With the steering committee’s concurrence, we will structure the final report as follows:

Section 1: *Executive Summary:*

Containing a concise summary of the objectives, scope and approach used in conducting the project, a summary of all findings and conclusions and a schedule summarizing the estimated financial impact of the shared-service arrangements.

Section 2: *Individual Operational Assessments:*

An operational assessment for each community for each department clearly specifying our conclusions on operations and our suggestions on where cost savings (or service improvement) could be realized within the current operation – without consolidation

Section 3: *Shared-Service Analysis and Conclusion:*

The in-depth presentation of each shared-services model including all of the factors discussed above in Tasks 10 and 11. The information will be presented in an understandable, yet comprehensive fashion designed to provide the substance for serious discussion and possible later implementation.

Section 4: *Implementation Overview:*

An implementation overview for the shared-services conclusions detailing, in matrix form, the procedures which will be required, the cost or service benefit which is anticipated and a reasonable timetable suggested for each shared-service initiative.

Task 13: *Present Final Report*

Following submission of the final report, we will orally present our findings to each of the three elected bodies.

* * * * *

In the following section, we present our firm and proposed project team.

SECTION III
OUR FIRM AND PROJECT TEAM

SECTION III

OUR FIRM AND PROJECT TEAM

Our Organization

Municipal Consulting Services LLC (MCS), based in Ann Arbor, Michigan, is a leading provider of management consulting services for the public sector. MCS staff have more than fifty year of combined service in providing human resources, operational and financial consulting services to Michigan's municipalities.

An emphasis on quality work is evident in all MCS projects. By virtue of our experience, we understand that each management decision in the public sector has cost, service and public/political implications. We consider all of these factors in conducting our analyses; and consider successful implementation of our conclusions and recommendations to be the overriding objective of our work.

Project Team

This project, for the Flint Charter Township, Mundy Charter Township and the City of Swartz Creek will be performed by Mark Nottley, principal of our firm. Technical assistance will be provided by other professional staff, as well as specialist subcontractors. Relevant professional information concerning the project team is summarized in the following paragraphs and in Appendix A.

Mark Nottley, Principal for Municipal Consulting Services LLC, has performed more than one-hundred fifty management studies for Michigan's municipalities including extensive experience in evaluating:

- Operational evaluation
- Staffing and scheduling analysis
- Municipal productivity analysis
- Service enhancement strategies
- Consolidation and shared-services analysis
- Capital planning and funding alternatives.

As lead consultant, he will be responsible for leading the fieldwork portion of the project, the evaluation of study findings, development of conclusions and final report preparation. Mr. Nottley has more than twenty-five years experience in municipal consulting and has conducted numerous feasibility studies for Michigan municipalities.

William Lilienthal, former Police Chief for the cities of Wyandotte and Trenton MI will serve as a technical consultant for the project, providing insight into police operations and management. Mr. Lilienthal has worked with Mr. Nottley

for more than ten years on numerous police and department studies and will bring expertise in police command, scheduling and administration to the project. He is a graduate of the FBI Academy, an instructor at Eastern Michigan University's Staff and Command School and holds a Master's Degree in Public Administration from Eastern Michigan University.

Paul Trink, former Fire Chief for the City of Sturgis MI and current Fire Chief for the City of Adrian MI will serve as a technical consultant to the project pertaining to fire and emergency medical services; providing field evaluation and input on issues ranging from equipment and capital to all aspects of service delivery and internal systems. Mr. Trink works frequently with our project consultant, most recently on fire service projects for the City of Midland, Shelby Charter Township, Mundy Township, Texas Township and the Swartz Creek Area Fire Department.

Building and Assessing Subcontractors, We will also utilize subcontract professionals in the areas of building and assessing services to provide technical input.

* * * * *

Résumés for our proposed consulting team are included in Appendix A. In the following section we discuss our specific experience.

SECTION IV

QUALIFICATIONS TO PERFORM THE WORK

SECTION IV

QUALIFICATIONS TO PERFORM THE WORK

In regard to specific references, we have listed below ten previous studies involving consolidation, formation of new agencies and the various areas of analysis that your study will require. We strongly encourage you to contact these references.

- **Shelby Charter Township** – *Operational analysis of police, fire and other departments and analysis of particular shared-service options with surrounding communities and Macomb County.*
Contact: Rick Stathakis, Supervisor, 586.612.7700
- **Muskegon County Chamber of Commerce** – *Shared-services study of the nine major municipalities in Muskegon County spanning all service areas.*
Contact: Janessa Smit, VP for Government Relations, 231.722.3751
- **City of Covington LA** – *Operational analysis and of police and fire department including shared services analysis focused on combined dispatch and service area sharing.*
Contact: Mayor Mike Cooper, 985.898.4720
- **City of Midland** – *Operational analysis and locational analysis for reconfiguring all fire station houses.*
Contact: Lee Garcia, Fire Chief, 989.837.3410
- **Texas Township Fire Department** – *Analysis of options for developing the fire service, combining with other agencies and a public-private partnership for medical services.*
Contact: David Healy, Supervisor, 269.375.1591
- **City of St. Johns and surrounding townships** – *Analysis of the potential for forming a fire district or a service contract with the St. Johns Fire Department.*
Contact: Dennis LaForest, City Manager, 989.224.8944
- **DeWitt Charter Township** – *Feasibility study for combining Dewitt City and Township Police Departments into an authority.*
Contact: Rick Gilardi, Township Supervisor, 517.668.0270
- **City of Alpena** – *(1) Evaluation of fire department consolidation potential with Alpena Township and (2) determination of cost allocation for County-wide ambulance millage and service.*
Contact: Thad Taylor, City Manager, 989.354.1700

- **City of Northville** – *Evaluation of all municipal operations and departments including evaluation of shared service options and contracts.*
Contact: Pat Sullivan City Manager, 248.349.1300

- **City of Monroe** – *Evaluation of all municipal operations and departments including evaluation of shared service options and contracts.*
Contact: George Brown, City Manager, 734.243.0700

EXPERIENCE IN ORGANIZATIONAL AND OPERATIONAL REVIEW

Organization-Wide Studies: All Departments

City of Huntington Woods	All Functions/Operations
City of Monroe	All Functions/Operations
Ingham County Road Commission	All Functions/Operations
Genesee County Road Commission	All Functions/Operations
Village of Newberry	All Functions/Operations
City of Ewart	All Functions/Operations
City of Tecumseh	All Functions/Operations
Genesee County Land Bank	All Functions/Operations
City of Northville	All Functions/Operations
Muskegon Area Municipalities (9)	All Functions – Shared-Services

Administrative and Financial Analyses

City of Alpena	Administrative/Financial
City of Milan	Administrative/Financial
Western Townships Utilities Authority	Administrative/ Financial
City of Grosse Pointe Woods	Clerk’s Office
City of Northville	Finance Department/City Manager
Genesee County Road Commission	Finance Department
County of Macomb	Treasury Operations
City of Milan	Treasury and Finance Operations
County of Livingston	Finance Operations
City of Rochester Hills	Grant and Millage Funding Analysis
City of Birmingham	Finance and Treasury Operations
Carrollton Township	Office and Financial Operations
Mundy Township	Office and Financial Operations
City of Novi	Payroll and Human Resources
Chelsea District Library	Financial Operations

Building, Public Works and Related Analyses

Village of Oxford	DPW and Water Operations
City of Milan	DPW and Water Operations
City of Houghton	DPW and Water Operations
City of Lincoln Park	DPW and Water Operations
City of Sturgis	Fleet Equipment Maintenance
City of Orange, CA	Code Enforcement Services
City of Dearborn Heights	Building Department User Fees
City of Ypsilanti	Building Department Study
City of Ypsilanti	DPW and Equipment Maintenance
Southeastern Oakland County Resource Recovery and Water Authorities	MRF, Transfer Station, Compost Composting and Water Operations
Charter Township of Lyon	Building and Planning Services

Fire Department Analyses

Village of Romeo	Fire Services
Charter Township of Brownstown	Fire Services
City of Leslie	Fire Services
City of Inkster	Fire Services
City of Lincoln Park	Fire Services
City of Alpena	Fire and EMS Services
City of Grand Rapids	Fire Services Work Scope
Chelsea Area Fire Authority	Fire Operations and Ten-Year
Growth Plan	
Charter Township of Dewitt	Fire Apparatus
Grand Blanc Fire Authority	Fire Services Upgrade
City of Madison Heights	Fire Overtime
Davison/Richfield Fire Authority	Fire Services
Swartz Creek Area Fire Authority	Fire Services
City of St. Johns	Fire Services Consolidation
City of Alpena/Alpena Township	Fire Services Consolidation
City of Midland	Fire Operations Future Plan
Texas Charter Township	Fire Services
Shelby Charter Township	Fire Services
Mundy Township	Fire Services
City of Cedar Springs	Fire Services
City of Covington, LA	Fire Services
Ovid-Middlebury Fire and Ambulance Authority	Fire and Ambulance Services

Public Safety Analyses

City of Alpena	Public Safety Services
City of Kingsford	Public Safety Services
City of Grosse Pointe	Public Safety Scheduling
City of Belding	Police, Fire and Ambulance
Village of Beverly Hills	Public Safety Services

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In the following section, we discuss timing and fees.

SECTION V
TIMING AND FEES

SECTION V
TIMING AND FEES

Project Timing

We are prepared to begin the project at a mutually agreeable point-in-time. Barring unforeseen circumstances beyond our control, it will be our intention to complete the project within 90-120 days of the day on which work begins.

Project Fees

Professional fees to complete the project are estimated at a not-to-exceed amount of \$39,000. This fee estimate assumes approximately 300 hours of professional time required to complete the project and subcontractor costs.

Project Expenses

In addition to project fees, the three municipalities will be billed for the following expenses at actual costs:

- Mileage at the prevailing IRS rate for travel to/from the three municipalities.
- Out-of-pocket expenses associated with meetings.
- Final report production costs at actual print/bind rate charged by contract printer for all copies over six.

Billing for expenses will be submitted with final invoice with detail. Project fees will be billed on a calendar monthly basis, as incurred.

APPENDIX A
PROJECT TEAM RÉSUMÉS

RÉSUMÉ OF MARK W. NOTTLEY

PRESENT POSITION:

Principal, Municipal Consulting Services LLC
Rehmann Robson

AREAS OF CONSULTING EXPERTISE:

Organizational and Operational Analysis - Conducted operations analyses for most areas of government service provision including police and fire services, vehicle and building maintenance, community development, public works, recreation, transportation and health and human services. In this capacity, identified specific opportunities for improved performance and increased operational cost-effectiveness.

Financial Models - Prepared comprehensive spreadsheet-based financial models for a number of municipalities, estimating future years' conditions for each of the various revenue and expenditure sources and categories. Following development of the models, frequently worked with the particular municipality in defining long-range fiscal strategies.

Personnel Issues, Compensation and Employee Benefits Evaluation - Conducted classification and compensation studies and employee benefit analyses for municipalities to determine appropriate salary, retirement and benefit levels. Developed personnel policies, manuals and performance evaluation systems as components of comprehensive personnel systems.

Executive Search Services – Conducted or oversaw the conduct of more than 100 executive searches focusing on City and Village Managers, Department Heads and various other municipal professional classifications.

Tax Policies - Reviewed tax policies for a number of local governments, ranging from the analyses of specific millages and service charges to comprehensive city-wide evaluations of user fees. Recommendations resulting from these reviews have resulted in more equitable tax assignment and increased revenue generation through more competitive fee structuring.

Privatization - Assessed privatization options for a number of local governments including the potential cost-saving and/or service improvement associated with sole source and competitive private contracting and combination public/private service provision. Areas of review have included golf course operation, turf mowing, forestry services, landfill operation, vehicle maintenance, emergency medical services, transportation, sanitation, water and wastewater operations, and the use of auxiliary paid-on-call firefighters.

Productivity Improvement - Performed ongoing research related to operational performance and productivity improvement. Conducted several major productivity studies including an eight-city comparative analysis of police and fire services effectiveness in the Detroit Metropolitan Area.

Municipal Improvement and Growth Strategies - Assisted numerous municipal clients in defining strategies for urban development and infrastructure upgrade as well as strategies for maintaining existing municipal and community assets.

Market Analysis - Prepared and assisted in the preparation of market analyses/feasibility studies designed to facilitate future planning and development, including downtown office/commercial

development, reuse of historic structures, housing development, and the construction of a major marina/hotel complex.

PRIOR ORGANIZATIONAL AFFILIATIONS:

Rehmann Robson, Public Accountants and Management Consultants.

Principal in charge of Government Consulting Services Division with responsibility for managing or conducting consulting projects focusing on financial analysis, operational performance, future planning, human resource issues and other areas of relevance to municipal management.

Michigan Municipal League

Founder and Director of the League's Municipal Consulting Services Division with responsibility for managing and performing a full range of management consulting projects, focusing on municipal operations and finance, and human resources management.

Plante & Moran, Public Accountants and Management Consultants.

Manager in local government consulting practice with responsibility for managing or conducting consulting projects focusing on financial analysis, operational performance, future planning, human resource issues and other areas of relevance to municipal management.

Coopers & Lybrand, Public Accountants and Management Consultants

Senior consultant in the firm's national practice for local government consulting specializing in financial and operational consulting and municipal productivity assessment and improvement.

EDUCATION:

Wayne State University - Master of Public Administration (Summa cum Laude)

Wayne State University - Bachelor of Arts (with distinction)

Certification as a Senior Professional in Human Resources

PROFESSIONAL AFFILIATIONS:

International Personnel Management Association
Society for Human Resources Management
International City/County Management Association
Government Finance Officers Association
American Public Works Association
Pi Alpha Alpha, National Honor Society for Public Administration

RÉSUMÉ OF WILLIAM LILLIENTHAL

PRESENT POSITION:

**Specialist Subcontractor
Municipal Consulting Services LLC**

AREA OF CONSULTING EXPERTISE: POLICE SERVICES

City of Trenton, Michigan
Chief of Police

City of Wyandotte, Michigan
Served in various line, administrative and specialty police positions culminating in Chief of Police in 1996.

Michigan Municipal League
Assisted in the evaluation of police department operations and candidates for police positions.

Rehmann Robson
Assisted in the operational and organizational review of police departments

Eastern Michigan University
Staff and Command Instructor for both police and fire services

EDUCATION:

Federal Bureau of Investigation National Police Academy

Northwest University Traffic Institute

Michigan State University - Bachelor Degree, Criminal Justice

Eastern Michigan University – Master Degree, Interdisciplinary Technology

PROFESSIONAL AFFILIATIONS:

Michigan Association of Chiefs of Police
International Association of Chiefs of Police
Wayne County Association of Chiefs of Police
Southeastern Michigan Association of Chiefs of Police
Downriver Mutual Aid Chiefs of Police

RÉSUMÉ OF PAUL G. TRINKA

PRESENT POSITION:

**Specialist subcontractor
Municipal Consulting Services LLC**

AREA OF CONSULTING EXPERTISE: FIRE /EMERGENCY SERVICES:

City of Sturgis, Michigan
Firefighter from 1982-1988, and Fire Chief from 1988-2000

City of Adrian, Michigan
Fire Chief from 2000 – present

Salvation Army, New York City
Operations manager of World Trade Center Recovery site May/June 2002

Salamander Technologies, Traverse City Michigan
Consultant for emergency service accountability and tracking equipment

Rehmann Robson
Assist in the evaluation of fire organization and operations.

PROFESSIONAL AFFILIATIONS:

Past President, St. Joseph County Fire Chiefs' Association

Past President, Western Michigan Fire Chiefs' Association

Michigan Association of Fire representative to the Michigan Emergency Telephone Service Committee (State 9-1-1 oversight board)

EDUCATION:

Schoolcraft College, Associate of Science

Michigan Technological University, Bachelor of Science

University of Cincinnati, Fire Administration Certificate



Plante & Moran is a leading provider of professional services to more than 200 governmental clients in Michigan and across the nation.

We bring a balance of technical expertise, industry insight, and commitment to our customers that is unparalleled.

Flint Area Shared Public Services Initiative Project

Serving the communities of:

The City of Swartz Creek
Flint Township
Mundy Township

July 14, 2011

plante
moran

Project Scope

Plante & Moran will work closely with City and Township management and staff members to review the operations and financial costs of providing Assessing and Building Department & Police and Fire services to the entire region, with the following objectives:

- 1) Feasibility to consolidate assessing and building department functions, considering the following:
 - Current programs and special services
 - Possible expansion of services
 - Staffing levels, management structure
 - Building code standardization
- 2) Feasibility to consolidate police departments, considering the following:
 - Current programs and special services
 - Possible expansion of services
 - Staffing levels, management structure
 - Police stations – number, location and size
 - Shared facilities, including lock-up
 - Vehicles and equipment
 - Human resource issues, including labor agreements, wages, benefits, retirement options, medical and pension liabilities
 - Asset value; facilities and equipment
 - Funding/cost sharing formulas
 - Administrative Support functions (e.g. payroll, IT, HR, etc)
- 3) Feasibility to consolidate fire services, considering the following:
 - Current programs and services
 - Possible expansion of services
 - Staffing levels, management structure
 - Fire stations - number, location and size
 - Apparatus, distribution among the stations
 - Staffing levels, distribution among stations
 - Human resource issues, including labor agreements, wages, benefits, retirement options, medical and pension liabilities
 - Asset value, facilities and equipment
 - ISO ratings
 - Funding/cost sharing formulas
 - Administrative support functions (e.g. payroll, IT, HR, etc.)
- 4) Identification of other public safety resource sharing options to consider:
 - Training programs
 - Shared fleet and apparatus maintenance
 - Joint administration
 - Technical rescue/ hazmat
 - Automatic mutual aid
 - Fire prevention and possible consolidation of fire codes

A. Business Case Analysis: Development and Communication Strategies

The business case analysis will be compiled in a report to clearly indicate the impact to each community and the major stake holders. To accomplish these objectives, we propose the following project activities:

1. Project Initiation

Plante & Moran will work with the project sponsor(s) to schedule and invite key project stakeholders to a project kick off meeting to review and confirm the project scope, examine the project work plan, identify stakeholder expectations, further develop a schedule of project activities, and identify plans to mitigate potential project risks. We anticipate that a team of representatives from all participating communities will serve as the project Steering Committee for this initiative.

2. Document Review

Plante & Moran will review existing documentation to gain a comprehensive understanding of all police and fire organizations included in this review. The following list, while not all-inclusive, details the key information we will review for each agency included in the analysis:

- Organizational charts (Assessing, Building, Police and Fire department staffing detail)
 - Reporting relationships
 - Rank structure
 - Levels of authority
- Staffing levels and policies
- Shift schedules, recommend and/ or minimum staffing levels
- Job descriptions
- Operating policies and procedures
- Performance and benchmark standards and objectives
- Current and planned technology systems documentation
- Current operating budget detail with funding sources for all communities
- Workload and performance metric statistics for each department including the following:
 - Building code inspections/enforcement activities
 - Parcel volume
 - Annual assessments
 - Annual calls for service (i.e. police and fire runs/ calls for service)
 - Distribution between incoming and officer initiated calls for service
 - Distribution between Fire EMS/ Rescue calls for service
 - Calls by type, frequency, distribution, and priority
 - Call volumes by hour of day and day of week
 - Response time statistics
 - Average time to complete a call for service
- Capital Equipment
- Contractual or other collaborative agreements
- ISO Report(s)/ Rating(s)

3. Leadership Interviews

Plante & Moran will conduct interviews with key leadership staff from all three communities. We anticipate 20 to 25 interviews within the overall context of the engagement to gather the required information. Interviews will be held in either group or individual format, as applicable.

Swartz Creek

- City Manager (1)
- Mayor (1)
- Elected Officials (1-2)
- Assessor (1)
- Building Official (1)
- Fire Chief/ Administration (1)
- Police Chief/ Administration (1)

Flint Township

- Township Manager/ Supervisor (1)
- Elected Officials (1-2)
- Assessor (1)
- Building Official (1)
- Fire Chief/ Administration (1)
- Police Chief/ Administration (1)

Mundy Township

- Township Manager/ Supervisor (1)
- Elected Officials (1-2)
- Assessor (1)
- Building Official (1)
- Fire Chief/ Administration (1)
- Police Chief/ Administration (1)

Additional personnel, or elected officials, may be added to this list, as necessary, to gain an understanding of current operations and desired study outcomes, up to a maximum of 25 interview sessions.

4. Community Site Visits

Once the preliminary data has been reviewed, Plante & Moran will meet with all departments independently to supplement our data collection activities. During the site visits, Plante & Moran will conduct on-site interviews with staff from each department to evaluate current processes, staffing, workload, systems, resources, and equipment. This work-plan step is intended to build upon the initial document review and provide a more detailed view of the current operations, technology, services, finances and facilities. Technology and facility infrastructure information will be gathered by a combination of methods, including documentation as well as discussion with agency personnel and technology vendors, as required.

Examples of the information we will look to secure include but are not limited to the following:

Operational and Facility

- Staffing information (position, shift, qualifications, seniority, pay range, annual budget)
- Operational issues (e.g. scheduling for assessing and building department(s), proactive code enforcement activities, recruiting and retaining police officers/fire fighters/ paramedics, 24x7 coverage, patrol vs. special unit designations, current service level comparisons by community, current response time statistics, separate equipment operators/paramedics, dedicated fire operator positions (by apparatus), hospital transport arrangements, advanced life support vs. basic life support considerations, ISO ratings)
- Schedules (holiday, leave, work day)
- Statistics (parcel volumes, inspection/enforcement activities, average response times, incoming police and fire run volumes, percentage of incoming vs. officer initiated incidents, calls for service vs. tickets, percentage of fire vs. EMS/ Rescue calls, utilization by station, department, region)
- Current service level performance data / Current service level expectations
- Population growth statistics – current, 5 year, 10 year
- Facility information (square footage, fleet location and space, number of truck bays, maintenance space/ area, training space, administrative offices, etc.)
- Expansion/ re-deployment capability of existing facilities
- Age and upkeep of existing facilities

Technological

- Assessing systems
- Building department systems
- Radio systems infrastructure
- System discovery (type, age, channels/trunks, number and type of endpoints)
- Radio users
- Ancillary system (Pagers, Weather Alert Sirens, Toning/call out)
- Public safety Information Systems infrastructure
- Police and fire records management system and tracking capabilities
- Management information reporting
- Information sharing, if any
- Annual maintenance expenditures/Anticipated upgrades
- System documentation

Financial

- 3-year monthly and annual historical operating costs, including training funds, current and next year expense detail (5 year total)
- 3-year historical capital budget for fire operations, current and next year expense detail (5 year total)
- 3-year historic revenue streams and funding sources, current and next year revenue projections (5 year total)
- Long term capital outlay projections
- Existing pension, healthcare liability

- Taxable value for each community
- Current funding sources

5. Data Compilation and Review

Plante & Moran will analyze the assembled data in order to determine the feasibility of creating regional assessing, building, police and fire service delivery model(s), considering both long term and short term opportunities for service sharing/ consolidation. We intend to address the following:

- Primary options for approaching a regional assessing/building and police/ fire operation(s) and related implications, including evaluation of the following:
 - Operations
 - Staffing
 - Technology
 - Finances
- Evaluation of governance options, including but not limited to:
 - Legal options
 - Authority vs. Inter-Governmental Agreement
 - Board structure and committees
 - Decision-making procedures
 - Funding /cost allocation formulas
- Evaluation of facilities options, including but not limited to:
 - Expansion/ renovation capability of existing facilities
 - “Ideal” station location vs. existing station location
 - Base of operations
 - Required space needs
 - Administrative operations space requirements
 - Projected facility expenditures

6. Service Delivery Options and Recommendation Development

Upon completion of our analysis, Plante & Moran will review and evaluate the possible methods of service delivery through service sharing and consolidation. Plante & Moran will develop recommendations pertaining to the feasibility and initial design of consolidating the operations under review, including assessing, building department functions, police and fire operations. Operational, technological, financial, facility and governance information will be addressed and analyzed in developing appropriate project recommendations. The ultimate intent of this work-plan is to develop an overview of the proposed consolidated operations, in order to forecast the key technological, operational, financial, facility and governance features of the proposed environment and offer suggestions regarding its implementation. The data collected during the course of the project will be analyzed in this step to identify the impact of consolidation on the participating communities. Plante & Moran will review the service delivery models with the Project Steering Committee in a visioning session for initial operational feasibility before conducting a financial analysis. Topics to be included in our analysis may include but not be limited to the following:

- Base service demand
 - Geography (GIS)

- Service Types (Assessing, Code enforcement, Police, lock-up, Fire, EMS, Animal control, etc.)
- Volumes (Dispatch data, GIS, other data sources)
- Rank and management structure
 - Management structure
 - Administrative staffing
 - Location/station assignments
 - Community coverage
 - Skill set requirements
- Operations
 - Assessing operations
 - Building Department operations
 - Police
 - Patrol
 - Detective Bureau
 - Records
 - Special Operations
 - Administration
 - Animal Control
 - Other
 - Fire
 - ALS/transport
 - Firefighter training
 - Fire prevention
 - Apparatus maintenance
 - Other
- Station deployment, major apparatus, vehicles and equipment (Police and Fire only)
 - Placement
 - Response time
 - Supply and demand
- Support functions
 - Accounting / Payroll
 - Information Technology
 - Human Resources
 - Facilities Maintenance
 - Equipment maintenance
- Governance options
 - Inter-governmental agreement
 - Authority
 - Public Safety administration
- Gap analysis
 - Determine service level and financial implications
 - Identify impact by community
 - Develop the ROI analysis

7. Financial Analysis

Upon approval from the Project Steering Committee, Plante & Moran will compile a financial analysis of the shared service/ consolidation options available to the communities participating in the study. Revenues and expenditures will be considered and modeled in this step to assist in determining the financial impacts to the participating communities, including the following items:

- Current costs
- Estimated costs
- Projected savings
- Assumptions
- Revenue sources, if applicable
- Asset transfer pricing, if applicable

8. Visioning Session(s)

Plante & Moran will meet with the Project Steering Committee to discuss the findings to date and the results of our analysis to date. We anticipate two sessions to discuss the core service sharing/ consolidation issues and timing, including but not limited to the following:

- Governance – board structure, community representation, entry/exit
- Legal options – intergovernmental agreement, authority, contract, etc.
- Organizational bylaws
- Cost/savings sharing and funding formulas
- Financial impacts
- Expansion considerations
- Service levels
- Implementation considerations

We anticipate one session to address the overall findings to date and preliminary thoughts/ recommendations regarding a regional service delivery system for different services, including assessing, building department activities, police and fire. After the initial session, Plante & Moran will compile the financial analysis for presentation to the Steering Committee at a future session. The feasibility of combining operations, as well as any major impediments will be identified and discussed. The intent of these sessions is to gain concurrence regarding the shared service opportunities to include in the business case analysis and to identify any areas for further analysis and refinement, as the best course of action for regional operations is evaluated and recommended.

9. Business Case Analysis

Plante & Moran will refine the recommendations pertaining to the feasibility and initial design of regional service delivery model(s). The intent of the business case is to develop an overview of the proposed shared service opportunities and strategic collaboration in order to forecast the key operational, financial, technological, facility, and governance features of the proposed environment.

The data collected during the course of the project, along with the input of the Project Steering Committee, will be analyzed in this step to identify the impact of collaboration on the participating communities.

Plante & Moran will review the business case with the participating communities to determine whether to continue with implementation of the proposed strategies in the business case. Our analysis may include, but not be limited to discussion of the following key topics:

Operational Model and Facilities

- Organization structure
- Roles and responsibilities
- Projected joint workload volumes, including police and fire run volumes
- Staffing requirements by position
- Staff training requirements
- Service levels/expectations
- Growth projections
- Base of operations
- Facility option considerations

Technological Environment

- Assessing and/or building department systems
- Radio system implications
- Joint Fire CAD/RMS system implications (if any)
- Auxiliary systems
- Administrative systems
- Back-up system implications

Governance and Expansion Options

- Preferred governance option
- Decision-making structure
- Member/User expansion methods (operational and financial)

Financial Estimates

- Projected cost streams for independent operations
- Projected cost stream for combined operations
- Service sharing opportunity cost savings
- Financial implications impact on the three communities
- Cost allocation and funding methodologies

Time to Complete: 90-120 days

B. Implementation plan

Upon approval to move forward with the implementation of shared service/ consolidation options, Plante & Moran will create a project work plan with the steps that need to be completed to reach implementation. As part of this phase of the engagement, Plante & Moran will also perform the following project steps:

1. *Define Governance Agreement*

Plante and Moran will conduct a presentation of the governance options available to the participating agencies. The presentation will outline the available options and elicit discussion of the preferred option(s) for the region, including the following:

- Governance – board structure, community representation, entry/exit strategies
- Legal options – intergovernmental agreement, authority, contracts, etc.
- Organizational bylaws

The draft intergovernmental agreement(s) will not be drafted by Plante & Moran as part of the scope of this engagement. It is recommended that the participating communities utilize internal or external legal counsel for the creation of the agencies' articles of incorporation.

2. *Develop Service Agreements*

Working in conjunction with the Project Steering Committee staff, Plante & Moran will further define and develop the service level operating agreements detailing the services to be provided by the defined shared entities, and the location or station(s) that these services will be based from.

3. *Finalize Detailed Organizational Chart and Staffing Approach*

After agreement regarding the detailed services, the project team will refine the staffing approach and create a detailed organizational chart for the new, shared departments.

4. *Finalize Financial Feasibility*

Upon completion of the detailed staffing approach, Plante & Moran will finalize the financial feasibility analysis including the expected per-community costs of consolidation and potential savings as a result of the collaborative efforts. Plante & Moran will provide the results to each respective department for use in future budgeting and benchmarking efforts.

5. *Finalize Implementation Plan*

Plante & Moran will finalize the remaining steps that need to be completed in order to implement the shared service/ consolidation agreement per the defined timeline of the Project Steering Committee. Plante & Moran will work with the Steering Committee to assign a lead person to each project step and the associated timelines needed to complete each project step through project implementation. Topics to be included minimally include the following:

- Governance
- Asset Transfer
- Labor agreements – under new legislative structure
- Pension and Healthcare Issues
- Communications plan
- Public authorization if needed

Time to Complete: 30-45 days

Plante & Moran Overview

Founded in 1924, Plante & Moran, PLLC is one of the largest management consulting and public accounting firms in the United States. Plante & Moran, PLLC operates as a partnership with a staff of over 1,600 persons organized into four major service areas: Management Consulting, Accounting and Auditing, Tax Consulting, and Personal Financial Planning Services.

Today, Plante & Moran's Management Consulting Services Group is a versatile, general purpose consulting organization consisting of more than 150 consulting professionals that has a proven track record in providing quality professional services. Our emphasis and commitment to management consulting has resulted in the extension of the consulting practice into all major aspects of administrative and policy issues of government organizations.

Our Management Consulting Services Group is centrally organized and administered from our headquarters in Southfield, Michigan but our consultants are dispersed throughout the region in our various offices. This arrangement enables us to provide very responsive and cost effective services to throughout Michigan. It also enables us to centrally assemble multi-disciplinary teams of consulting professionals to serve client needs on particular projects.

Plante & Moran has become a leader in providing services to governmental organizations. We presently work with well over 200 city and county governments throughout the U.S. Our professionals have made substantial commitments to working with local, county and state government agencies. Our extensive experience with governmental clients has enabled us to assemble a project team that we believe is uniquely qualified to perform the proposed project.

Organization – Government Consulting Services

Due to our broad governmental client base, we are able to devote the necessary time to specialize and thus provide maximum service. To assist us in this specialization, staff from our firm are members of numerous municipal government professional associations that have a focus on the application of technology for government including:

- **Michigan Local Government Managers Association (MLGMA)**, an organization comprised of local government managers across the State to address current issues and best practices in management of municipal resources.
- **International City/County Management Association (ICMA) Strategic Partner**, a national and international organization comprised of local government managers and private sector partners to address cutting edge issues in the delivery of public sector services and best practices in public administration.
- **Government Finance Officers Association (GFOA)**, an organization composed of finance directors with the goal of improving knowledge, skills and performance, while offering you the high quality support on which today's finance officer thrives.
- **Government Management and Information Sciences (GMIS)**, an organization composed of municipal information technology directors with a primary goal to foster a unified effort among government entities to integrate and disseminate their respective research and design efforts in the area of automated information sciences.

As a result of our continuing involvement with government organizations at all levels, we have acquired in-depth knowledge and experience in dealing with relevant technical, operational and procedural issues, particularly those related to service consolidation. This experience and knowledge and our

commitment to assure objectivity and a high level of independence are fundamental to our proven and consistent ability to meet the needs of our governmental clients.

Plante & Moran Public Sector Service Sharing Qualifications

Plante & Moran has been providing service sharing / consolidation consulting services for the last ten years. We provide the full-range of services related to the governance, operations, financial, technological, facilities and legal aspects related to the implementation of shared services initiatives. These experiences have included projects related to public safety (fire, EMS, police), administrative services, information technology services, department of public works, and full city consolidations. Plante and Moran has worked with over 50 police and fire departments in Michigan over the past several years to address their operational service sharing needs. We have been a leader in evaluating and presenting the concept of cost reduction, service delivery preservation, and service sharing, collaboration and consolidation within the police and fire service. We also testified before the State Legislature Committee on Inter-Governmental Cooperation in 2009 regarding fire service consolidation and can provide you with our presentation as a supplemental document upon request.

Through these experiences we have been able to derive best practices associated with the design and implementation of shared services agreements. Our approach is designed to identify and assess both the advantages and disadvantages of these service options, including the full range of relevant cost, service and management issues. Recently, we assisted with the establishment of the South East Regional Emergency Services Authority (SERESA), an independent fire authority consisting of the cities of Eastpointe, Roseville, and St. Clair Shores in Southeast Michigan, which began joint service in December 2010.

A partial listing of clients that we have assisted in providing services related to shared services feasibility and / or implementation within the state of Michigan is as follows:

City of Ann Arbor	Armada Township	City of Birmingham
Bloomfield Township	Clinton Township	City of East Lansing
City of Eastpointe	City of Farmington	City of Farmington Hills
City of Ferndale	City of Fraser	City of Harper Woods
Groveland Township	Grand Haven Township	Grand Traverse Metro Fire Department
Harrison Township	Independence Township	City of Lansing
City of Madison Heights	North Oakland County Fire Authority	City of Novi
City of Richmond	Richmond Township	City of Roseville
City of Royal Oak	City of Saugatuck	Saugatuck Township
Scio Township	City of St. Clair Shores	City of Troy
City of Walled Lake	City of Wixom	City of Wolverine Lake
City of the Village of Clarkston	City of the Village of Douglas	Village of Holly
Village of Armada	Ingham County	Kent County
Macomb County Sherriff's Office	Oakland County	St Clair County

We are one of the leaders in Michigan local government operations consulting, and inter-governmental collaboration, cooperation and shared services across the state. Additionally, we are members of the Michigan Government Finance Officers Association, Inter-Governmental Cooperation Committee where we have presented at several of their conferences, and members of our team have spoken on the issue of service sharing and consolidation at Michigan Local Government Managers Association conferences. We are active members of the Michigan Township Association, having presented several sessions on service sharing and collaboration (police/ fire service and other governmental services) to its members. Recently we presented on the topic of Inter-Governmental Service Collaboration at a metro-Detroit area Inter-Governmental Collaboration Summit sponsored by the City of Dearborn, Michigan.

This month (July 2011) our team is scheduled to moderate a discussion on shared services at the MLGMA Summer Workshop, and we recently presented a joint session on shared services at the Michigan Association of Planners, Innovative Solutions for Local Governments Training Session in Grand Rapids, and a session on shared services at the Michigan Chiefs of Police Conference. We have also developed an objective, proprietary process for prioritizing local government programs and services entitled "Find Your Path to Fiscal Sustainability – A Planning Process" as a means to assist our clients with making the difficult decisions that are presented before us, given the economic realities within the State of Michigan right now.

The current economic situation is not unique to the Greater Flint area, but rather is a reality for the majority of local governments in Michigan due to the declining property values, current Michigan municipal finance model, and recent announcement of the Economic Vitality Incentive Program (EVIP), which links state shared revenue payments from the State to local government collaborative initiatives. Given the current municipal finance model and caps on taxable increases, we project that the soonest recovery for many local governments is at least 10 years out, requiring significant and lasting action during the next several years. Plante & Moran has been engaged to perform a number of operational reviews, staffing assessments and merger/consolidation studies (police/ fire department and other governmental services) to address the challenging economic times as a means to preserve current program service levels. We believe that our team blends the experience and expertise necessary to satisfy your project requirements. Our submission highlights our understanding of your issues, our intended approach to address those issues, and the recommended staffing for this project.

Plante & Moran Public Safety Qualifications

Plante & Moran has developed specific expertise assisting public safety agencies with their business needs. The consultants dedicated to this practice solely serve the public sector, and are knowledgeable about the current and long range trends in the industry. Plante & Moran has assisted numerous public safety agencies with consolidation feasibility analysis, and related technological, operational, governance, financial and legal implementation assistance. We have developed specific expertise in the area of fire department operations and regional fire feasibility, planning and implementation services. The range of our consulting services includes the following:

- Police and Fire department service sharing/ consolidation feasibility studies
- Police and Fire department service sharing/ consolidation implementation plans
- Police and Fire department operations and staffing reviews
- Regional dispatch center design and feasibility studies
- Regional dispatch center implementation planning and execution
- Dispatch center financial analysis including E9-1-1 user fee projections
- Industry best practices
- Public safety technology project management and design
- PSAP, dispatching and communication center organizational reviews, consolidation and staffing studies
- Organizational and operational assessments of public safety agencies
- Strategic public safety technology and operations planning

Staffing

For the project with the Greater Flint Area communities, we have assembled a very strong project team that has deep experience in police and fire operations, service sharing, collaboration and implementation planning. The table below summarizes the relevant experiences for each of our proposed team members:

Team Member	Project Role and Responsibility	Relevant Skills	Estimated Time Allocation
Adam Rujan Partner	Project Director Overall responsibilities for ensuring that all project tasks are completed within schedule and budget and that all project deliverables meet the required quality standards.	<ul style="list-style-type: none"> ■ Significant experience in conducting organizational, operational and consolidation reviews for government organizations ■ Experience in identifying synergies and performing feasibility and options analyses ■ Experience in the development and deployment of change management tools, which are frequently associated with implementing consolidation plans 	10%
Christine Andrysiak Manager	Project Manager Responsible for the day-to-day performance of the team and strategic direction and development of deliverables. Assure that all tasks are completed on schedule, within budget and meet appropriate standards.	<ul style="list-style-type: none"> ■ Experience managing multiple projects related to the consolidation of governmental entities including fire, dispatch, police, and public works departments. ■ Recent experience managing the creation of an independent consolidated dispatch authority in Southeast Michigan (SERESA). ■ Experience engaging stakeholders to participate and gain consensus. ■ Significant experience with operations and staffing analyses 	30%

Team Member	Project Role and Responsibility	Relevant Skills	Estimated Time Allocation
Craig Frankland Senior Consultant	Lead Project Consultant Responsible for the day-to-day project activities as well as for the development of all deliverables including feasibility analysis and financial models.	<ul style="list-style-type: none"> ■ Significant experience performing consolidation feasibility and implementation projects for governmental entities ■ Recent experience managing the implementation of a consolidated dispatch entity in Southeast Michigan ■ Significant experience with operations analyses, including developing financial models, creating organizational models, and analyzing unique position requirements to give an accurate assessment of employee requirements in planned future environment 	30%
Jenny Casler, CPA Consultant	Project Consultant Will participate in data gathering and interview sessions and development of various project analysis materials.	<ul style="list-style-type: none"> ■ Experience with local units of government ■ Financial analysis experience ■ Experience in supporting clients as part of critical projects ■ Experience evaluating organization systems for efficiency, effectiveness, and compliance 	5%
Thomas Quisenberry Police Operations Expert	Police Expert – Subcontractor Will participate in site visits, service delivery analysis, and visioning session.	<ul style="list-style-type: none"> ■ Police Expert ■ Former Undersheriff, Oakland County Sheriff’s Office 	10%
Larry Lane Fire Operations Expert	Fire Expert - Subcontractor Will participate in site visits, service delivery analysis, and visioning session(s).	<ul style="list-style-type: none"> ■ Fire Expert ■ Consolidated multiple fire departments in the Brighton area to create the Brighton Area Fire Authority ■ Has worked collaboratively with Plante & Moran on numerous fire department and dispatch consolidation initiatives ■ Current Chief, Brighton Area Fire Authority ■ Former Chief, Westland Fire Department 	10%

Team Member	Project Role and Responsibility	Relevant Skills	Estimated Time Allocation
Doug Van Essen Legal Expert (Optional)	Legal Expert - Subcontractor May participate in governance review analysis	<ul style="list-style-type: none"> ■ Legal Specialist ■ Crafted multiple collaborative services agreements across the State of Michigan. ■ Has worked collaboratively with Plante & Moran on prior consolidation initiatives 	5%

Resumes for Plante & Moran staff and descriptions of Plante & Moran subcontractors are included in the following pages.

Adam Rujan, MBA

Present Position:

Partner
Practice Leader, Governmental Consulting Practice



Experiences Include:

Process Redesign and Information Technology Assistance – Projects typically include assisting clients realize the full potential of technology, including re-engineering, productivity improvement, benefits realization analyses and post implementation reviews. Experiences also include project management system implementation, planning and selection, and data processing internal controls reviews.

Technology Planning – Experience in developing strategic technology plans and conducting information technology assessments for governmental clients that includes the establishment of technology strategies and recommended projects. Through these efforts, he has gained a vast level of experience on technologies relevant to the various areas of government including ERP solutions, CRM solutions, imaging technologies, wireless technologies and others.

Organization and Management Studies – Engagements have varied from analysis of specific functional activities to comprehensive studies of underlying operating policies, procedures, and organizational principles. Analyses have included reviewing resource utilization, future roles and levels of service to be provided, alignment of programs and services, communication channels and working relationships within and outside the organization, supervisory management styles and practices, position requirements and skill levels, administrative practices and training requirements.

Operations & Financial Analysis – Project objectives typically focus on increasing efficiency, identifying and evaluating alternative methods for revenue enhancement, cost/benefit studies. Specific activities have included detailed review and analysis of operational policies and procedures, operational controls, reporting and administrative controls, fiscal and reimbursement practices, the identification of non-value added work activities, and process re-engineering.

Change Management Assistance – Assisted various organizations in understanding and applying the concepts of Change Management and assessing readiness for Change. Engagements have varied from staff and customer surveys and assessments to modifying organizational structures and developing staff training programs. Critical components of our approach typically include empowering client work groups and coaching staff in evaluating various available options for change.

Prior Organizational Affiliations:

Detroit Medical Center; Detroit, Michigan

Manager of Consulting Services in the Management Consulting Group, experience included:

- Implemented and monitored ongoing productivity management systems.
- Developed and implemented nursing patient classification systems.
- Conducted operational reviews for hospitals, ambulatory care and health care related organizations.
- Managed a small staff of computer and management engineering professionals

Adam Rujan resume, continued

Education:

University of Michigan – Master of Business Administration

Wayne State University – Bachelor of Industrial Engineering

Professional Affiliations:

- Public Technology Institute
- Metropolitan Affairs Coalition, Board member
- International City/County Managers Association (ICMA) – Strategic Partner
- Michigan Government Finance Officers Association (MGFOA), past Board member
- Government Finance Officers Association (GFOA)

Christine Andrysiak, MBA



Present Position:

Manager
Governmental Consulting Practice

Experiences Include:

Organization Reviews: In conjunction with various operations analysis projects, have evaluated the effectiveness of various management/organizational approaches. Focus has been primarily on reviewing overall organization objectives, alignment of management long-term goals and short-term practices, training and development issues, span of control requirements, exempt staff responsibilities and resource allocation. Projects ranged from analysis of specific departments to organization-wide initiatives.

Business Process Reengineering: Managed several business process reengineering initiatives for various government and justice system entities. Specific focus has been given to financial systems implementation, State and County government, customer service, and correspondence operations in recent years, to assist departments with implementing new technology and revise current operations to optimize resource allocation and customer service levels. As a follow-up to these projects, have assisted many clients with implementation of our reengineering recommendations.

Operations Analysis: Conducted and managed operations analysis projects for several municipalities and governmental agencies, and a variety of health care insurance operations departments. Identified opportunities for improved performance, reduced costs and enhanced customer service/satisfaction. Activities have included process redesign, improvement recommendations, documentation of current and future state workflows and development of improved productivity/ performance measurement criteria. Projects ranged from analysis of specific departments to organization-wide initiatives.

Staffing Analysis: Performed numerous staffing analyses for County government and other governmental agencies, ranging from municipalities to State agencies. Prior to joining Plante & Moran, conducted and managed the corporate, production area budget process for a large health insurance company.

Prior Organizational Affiliations:

Blue Cross Blue Shield of Michigan, Southfield, Michigan
Manager of the Operations Engineering Consulting Department.

Education:

University of Michigan – Master of Business Administration (High Distinction)
University of Michigan – Bachelor of Science in Industrial and Operations Engineering

Professional Affiliations:

International City/County Management Association (ICMA) – Strategic Partner
Michigan Local Government Managers Association – 2008 to 2011 Committee Member
Inforum (Women’s Economic Club) – Flight 13 – 2010 Executive Leadership Course Graduate
Beta Gamma Sigma (International Honor Society)

Christine Andrysiak resume, continued

Professional Speaking:

Christine is a frequent presenter on many topics relevant to government operations and service sharing/consolidation. Recent speaking engagements include the following:

2011

“Transforming Government Through Strategic Operational Reviews – A City of Saginaw, Michigan Case Study” (Michigan Local Government Management Association – February, 2011)

“Local Government Service Consolidation – Advantages, Disadvantages and Techniques” (Michigan Association of Planners, Innovative Solutions for Local Governments, June 16, 2011)

“Shared Services – Current Case Studies and Considerations for your Community’s Economic Recovery”, Moderator (Michigan Local Government Management Association – July 27, 2011 - Planned)

2010

“Government Services Collaboration and Consolidation Part 1: Roadblocks Against Consolidation” (Macomb County Treasurer’s Association – January, 2010)

“Fiscal Sustainability – Fiscal Indicators and Planning Process” (Michigan Local Government Management Association – February, 2010)

“Local Government Consolidation – Topics for the Times” (Michigan Municipal League, Advanced Weekender Training Program – February, 2010)

“Government Services Collaboration and Consolidation Part 2: Moving Forward with Consolidation” (Macomb County Treasurer’s Association – March, 2010)

“Consolidating Services: Overcoming the Roadblocks to Achieve Financial and Operational Success” (Michigan Government Finance Officers Association – September, 2010)

“Government in Transition: Solutions and Support for Leaders” (Plante & Moran Webinar – September, 2010)

“The Financial Aspects of Local Government Consolidation” (Macomb County Chamber of Commerce – October, 2010)

“Transforming Government Through Strategic Operational Reviews – A City of Saginaw, Michigan Case Study” (International City/County Management Association Annual Conference – October, 2010)

“Government in Transition: Solutions and Support for Leaders” (Association of Government Accountants, Detroit Chapter – December, 2010)

2009

“Government Service Consolidation: Current Trends, Financial Realities and Practical Success Stories” (Michigan Local Government Management Association – February, 2009)

“Fire Department Collaboration and Consolidation Efforts in the State of Michigan” (Michigan State Legislature, House of Representatives, Inter-Governmental Collaboration Committee Testimony – May, 2009)

“Inter-Governmental Collaboration Summit” (City of Dearborn Regional Summit – June, 2009)

“Meeting Michigan’s Financial Challenges” (Michigan Local Government Management Association – July, 2009)

Craig Frankland, MS

Senior Consultant
Governmental Consulting Practice



Experiences Include:

Operations Analysis: Conducted operations analysis for governmental clients, non-profit agencies, and private industry manufacturing firms. Analyses included documentation of process current state, assessment of process inefficiencies, resolution of current costs, and identification of opportunities for improvement. Improvement recommendations focused on cost reduction strategies, improved service levels, increased efficiency, and enhanced communication and knowledge between different project stakeholders.

Organization Reviews: Performed organizational reviews for governmental and non-profit agencies at the department and organizational level. Assisted clients review strategic objectives, evaluate position requirements and qualifications, allocate resources effectively, and manage training and development practices.

Software Needs Assessment and System Selection: Conducted user interviews to capture software needs for governmental clients, including the development of system requirements. Facilitated cross functional group interviews to gain consensus on system needs. Identified technological and process improvements gained through the use of new client systems.

Business Process Redesign: Assisted clients with redesign efforts designed to increase operational efficiencies and standardize business processes. Successfully implemented group-wide initiative to substantially reduce the lead time of product and project development. Analysis included detailed process mapping of current and future state entities, stakeholder interviews, and efficiency analyses. Activities have also included leading process mapping sessions for governmental clients with a focus on creating “as-is” and the development of “to-be” process models.

Staffing Analysis: Identified and evaluated work load levels for governmental clients as well as a 50 person engineering service group. Conducted interviews and stakeholder review meetings to categorize different types and levels of work based on a project timeline. Projects have included reviewing resource utilization metrics, conducting service level modeling, and analyzing unique position requirements to give an accurate assessment of employee requirements in planned future.

Prior Organizational Affiliations:

Rockwell Automation; Milwaukee, Wisconsin / Aarau, Switzerland
Engineering Associate specializing in Manufacturing and Supply Chain Operations

- Managed production, material flow, and testing issues for multiple manufactured product lines
- Planned daily work load levels for production floor associates
- Organized and implemented product line transfer

Education:

University of Michigan, Ann Arbor – Master of Science in Industrial and Operations Engineering

University of Michigan, Ann Arbor – Bachelor of Science in Industrial and Operations Engineering

Jenny Casler, CPA, MBA

Present Position:

Consultant
Government Consulting Practice

Experiences Include:

Operational Reviews: Perform numerous operational reviews for corporations, not-for-profits, and public entities. Focuses on ensuring proper internal controls are in place to support business objectives. These reviews also include the assessment of the efficiency and effectiveness of business processes and identification of process improvement opportunities. Activities include process walk-throughs, narrative and flowchart design, stakeholder interviews, economic analysis, and surveys in order to highlight and implement opportunities for improvement. Improvement recommendations focus on cost reduction, increased performance and customer service levels/satisfaction, improved efficiency, business process standardization, and increased communication and knowledge between different project stakeholders.

Financial and Compliance Audits: Performed numerous financial and compliance audits for businesses, not-for-profits, and public entities. Financial audits focused primarily on K-12 schools, not-for-profits, and real estate partnerships. Compliance audits conducted for contracts and federal grant guidelines.

Business Process Reengineering: Performed business process reengineering initiatives for various corporations, not-for-profits, and public entities. Specific focus has been given to reviewing overall organization objectives; business process optimization; the alignment of management long-term goals and short-term practices; the implementation of operational, financial, and compliance related internal controls; documentation of current and future state workflows.

Government Programs: Experience working with government and community groups to support initiatives including master plan development, economic development, brownfield redevelopment, sustainable development, and public-private partnerships.

Education:

University of Michigan – Master of Business Administration

University of Michigan – Master of Science in Natural Resources & Environment

Michigan State University – Bachelor of Arts in Accounting (with honors), International Business Specialization

Certifications:

Certified Public Accountant (CPA)

Professional Affiliations:

- Michigan Association of Certified Public Accountants (MACPA)
- American Institute of Certified Public Accountants (AICPA)

Mr. Thomas Quisenberry, of Patriot Services Corporation will assist the Plante & Moran project team as a subcontractor, after serving as Undersheriff of Oakland County. He brings a wealth of experience in the areas of law enforcement, jail operations, 911 dispatch communications, and community policing. Mr. Quisenberry has 30 years experience in a wide variety of law enforcement endeavors having led one of the largest Sheriff's Offices in the country. He possesses a strong background in management rights issues including labor relations, discipline and discharge, and contract negotiations. He has overseen such diverse bureaus as investigation, patrol, property room, crime laboratory, and dispatch services. He holds a bachelor's degree from Central Michigan University and a master's degree from Oakland University. In addition, he is a graduate of the Federal Bureau of Investigation (FBI) National Academy, at Quantico Virginia and the national Fire Academy's Emergency Manage Command in Emmetsburg Maryland.

Firm Name:

Patriot Services Corporation

Address:

341 N. Pontiac Trail
Walled Lake, MI 48390

Contact Person:

Thomas Quisenberry

Time on Project / Duties:

10% for participation in site visit interviews, assistance in developing service delivery models, and participation in the visioning session (all with Plante & Moran staff)

Mr. Larry Lane, will assist the Plante & Moran project team as a subcontractor, after retiring as Fire Chief from the City of Westland and the Brighton Area Fire Department. He is currently serving as the Brighton Area Fire Department Chief on an interim basis due to recent issues with his successor. The Brighton Area Fire Department Board requested Mr. Lane to come out of retirement to assist them with rectifying issues within the department and assisting in the search for a new Fire Chief. While in Brighton, Mr. Lane helped with the formation and operation of a consolidated fire department operation between the communities of Brighton Township, Genoa Township and the City of Brighton, addressing staffing and labor related issues for successful implementation. Mr. Lane has over 30 years of experience in a wide variety of fire department issues, having led two large Michigan-based fire departments for the past 20 years. While in Brighton, Mr. Lane served as the Fire Department liaison for the establishment of Livingston County Central Dispatch, and assisted the operation of the Livingston County Hazmat team.

Firm Name:
Independent Contractor

Address:
4004 Lake Street
Glennie, MI 48737

Contact Person:
Larry Lane

Time on Project / Duties:
10% for participation in site visit interviews, assistance in developing service delivery models, and participation in the visioning session(s) - (with Plante & Moran staff)

Mr. Doug Van Essen, will serve the Plante & Moran team as a subcontractor and legal specialist. He has been involved in crafting numerous inter-governmental agreements within the State of Michigan and serves as ongoing legal counsel to several consolidated operations across the state. Mr. Van Essen has undertaken similar projects in Ottawa County (Cities of Grand Haven and Holland and County); Montcalm County (City of Greenville and County); Delta County (City of Escanaba and County); Midland County (City of Midland and County) and Berrien and Iron Counties. Some of these communities established an authority, others chose an agreement approach. Some have their own employees, some contract with a member. He has crafted many different “model” emergency services agreements, bylaws and service contracts for these types of collaborative arrangements, and takes great pride in assisting Michigan clients in developing governance structures that will make consolidated public safety a local, political success. He also has an expertise in drafting ballot questions on millage proposals.

Firm Name:

Silver & Van Essen, PC

Address:

300 Ottawa Avenue N.W., Suite 620
Grand Rapids, MI 49503

Contact Person:

Doug Van Essen

Time on Project / Duties:

5% for assistance in reviewing and recommending potential governance models (with Plante & Moran staff)

Proposal for Consolidation Study of:

**City of Swartz Creek
Township of Flint
Township of Mundy**

February 6, 2012



Candor. Insight. Results.

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Baker Tilly Virchow Krause, LLP
Ten Terrace Court
Madison, WI 53718
tel 608 249 6622
fax 608 249 8532
bakertilly.com

February 6, 2012

Mr. Paul Bueche, City Manager
City of Swartz Creek
8083 Civic Drive
Swartz Creek, Michigan 48473

Dear Mr. Bueche:

Baker Tilly Virchow Krause, LLP (Baker Tilly) is pleased to submit this proposal to assist the City of Swartz Creek and the Townships of Flint and Mundy, (the communities) with a consolidation feasibility study. Our proposal is based on our knowledge and experience in performing similar projects for other municipal and public sector clients.

As a result of our work, public sector clients have been able to realize both improvements in service quality and also significant savings (in some cases up to eight to ten percent of total annual budget) in operational costs. Our approach utilizes the full continuum of service delivery options by considering all aspects of municipal service transformation including process modifications, staff reductions or reallocation, program and service delivery redesign, and identification of internal and external service partners. Through our team-based consulting model, we have facilitated numerous assessments of the full range of municipal functions resulting in functional consolidations, cost and staff reallocations and reductions, enhanced service delivery, and/or redirected service expectations.

Our combined team offers the communities an enviable blend of knowledge, talent, and experience with consolidation efforts. The value proposition for you includes:

Proven Consolidation Work. Baker Tilly has conducted numerous police, fire, dispatch, EMS, and other department consolidations and shared services feasibility studies, including multi-county PSAP consolidation. In addition, we have worked successfully with Elert & Associates on other consolidation feasibility studies of dispatch/PSAP operations. (Elert & Associates will be available as a technical resource on the communities' project if dispatch is included in the scope.) We have a proven track record of providing municipalities with the objective and reliable facts they need to determine whether consolidation makes sense for them. As a full-service accounting and consulting firm, we have broad experience in developing the business case for consolidation, including potential cost savings in both the short and long term, as well as anticipated service delivery impacts. A significant advantage of selecting our firm as your consultant is based in our proven ability to objectively measure potential impacts of a proposed consolidation arrangement, in both bottom-line fiscal terms as well as service delivery impacts on your constituents.

Mr. Paul Bueche, City Manager
City of Swartz Creek

February 6, 2012
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Consolidation Feasibility Thought Leadership. Baker Tilly is viewed by local government associations as drivers of thought leadership on the topic of local government service consolidation. In March 2010, we authored a study on behalf of the Wisconsin Local Government Institute (a collaborative initiative of the Wisconsin Counties Association, the Wisconsin Towns Association, the League of Wisconsin Municipalities, and the Alliance of Wisconsin Cities) on critical success factors for service consolidation. The "Roadmap for Government Transformation" study (see: <http://localgovinstitute.org/?q=node/92>) focuses on the need for proactive government transformation and identifies the critical factors needed for successful consolidations and other collaborative government initiatives

Municipal and Governmental Experience. Our continuing relationship with hundreds of municipal and other governmental clients provides a strong foundation of experience in helping our clients manage in challenging times. Having completed many similar feasibility studies, we understand the political, operational, and fiscal obstacles inherent to embarking on a new cooperative effort and can assist you in identifying the best fit approach to governance, oversight, and cost sharing. We have specifically assisted our clients to develop inter-governmental agreements, governance frameworks and cost allocation methodologies to sustain collaborative service delivery arrangements

We are confident that this team brings you the knowledge and experience required to conduct a thorough and objective evaluation of the feasibility and potential options relative to a proposed consolidation of public safety and building functions. The project team included in this proposal is the same team that will complete the project for the communities. The proposed scope of services, work plan, and project cost are firm for 90 days.

If you have any questions, please connect with me at my direct line at 608 240 2391 or via email at christine.smith@bakertilly.com. I have primary responsibility for providing this proposal, and technical questions may be addressed to me.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP



Christine Smith, Principal, State and Local Government Consulting



Understanding your needs

Helping you meet your objectives

Like other communities throughout the nation, the City of Swartz Creek and the Townships of Flint and Mundy are carefully considering their approaches to municipal service provision. The scale and depth of the current recession have created a unique window for municipalities across the country to critically examine the scope of their services, to focus increasingly scarce resources on core services, and to consider new approaches to structuring their organizations to be more nimble. We strongly commend each individual entity for viewing the current fiscal crisis as an opportunity to rethink how its organizational structure and staffing resources are aligned to support delivery of quality services that residents need.

It is our understanding that the communities seek the assistance of an independent consulting firm with a track record of providing realistic, value-added recommendations that:

- > Facilitate assessment and transformation of high-opportunity areas
- > Assess the full continuum of available service approach options with a focus on potential consolidation
- > Present a roadmap to align the organizational structure and resource allocations with strategic and service priorities, and that supports optimal operational performance
- > Enhance service quality through consistent adoption of innovative and best-value service delivery approaches
- > Reduce the communities' ongoing fiscal obligations through consideration of alternate models for service delivery (e.g., process reengineering, shared services, managed competition)
- > Position the organization for success by eliminating duplicative or redundant functions, assessing the feasibility of cross-functional teams, and enhancing collaboration and coordination with other entities

As we have indicated, our team of experienced municipal specialists is well positioned to provide this value-enhancing assessment.

We will adopt an integrated team approach to this engagement, blending our public sector consulting specialists and our municipal functional advisors in the areas most important to you. This combination of financial, business, and service-specific specialization ensures you will be working with knowledgeable professionals who understand your organization and the challenges you face—and can create innovative solutions to help you overcome them. And, because the communities will be working with a single engagement team, you can expect to receive consistent, efficient, and exceptional service for the duration of our relationship.



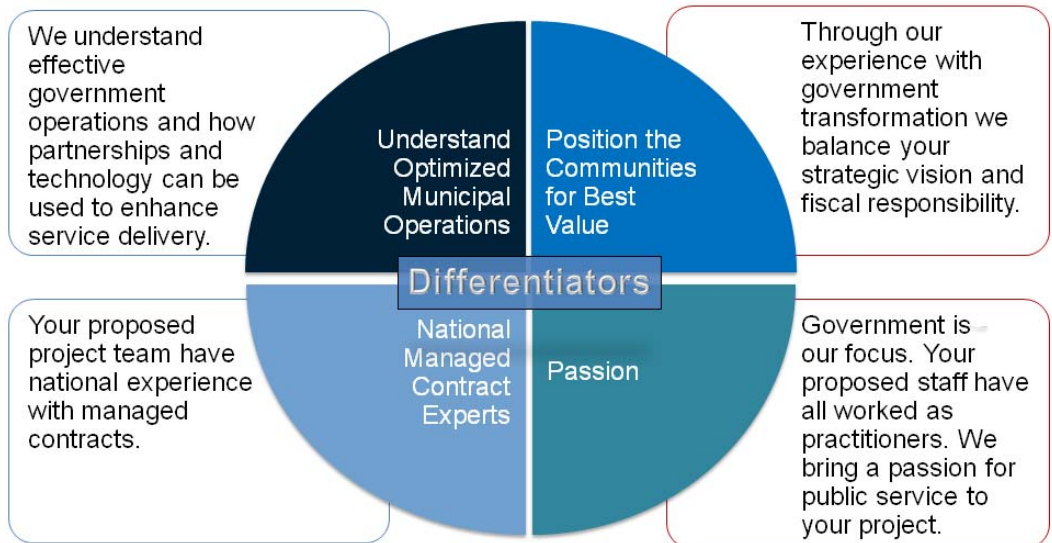
Understanding your needs

One of our core consulting services is consolidation and shared service feasibility assessments. Baker Tilly has completed a wide variety of consolidation feasibility studies for municipalities and other public sector clients across a range of public safety and other service functions. The consolidation projects listed later in this proposal, in addition to the research we have completed on behalf of the Local Government Institute relative to service consolidation, provide us with the necessary experience and familiarity with “lessons learned.” We will not have to reinvent the wheel to develop a working knowledge of how to successfully complete a consolidation feasibility study. We have firsthand knowledge of consolidation barriers and success factors.

The Baker Tilly advantage

As Baker Tilly clients, you will work with a dedicated, knowledgeable team with a genuine interest in the details and challenges of your community. With your interests in mind, they will work closely with other Baker Tilly resources to help you understand your current position, improve your existing operations, and make the best decisions for the future. Specifically, relative to this project, you will directly benefit from our extensive experience with:

- > Public sector budget reduction initiatives
- > Municipal resource and service delivery analysis in all areas
- > Consolidated and shared service feasibility analysis and implementation
- > Outsourced service assessment and management
- > Cost/benefit methodology
- > Hands-on municipal management experience
- > Large municipal governments





Understanding your needs

Beyond all of this, you can also expect a fair, competitive fee arrangement that delivers continuous value throughout our relationship.

The following sections of this proposal focus more closely on the solutions Baker Tilly is offering in response to your needs. We will provide detailed recommendations outlining the specific services that will help each community grow and thrive, both individually and as a larger community. You will also find more information about our staff, the fees for our services, and the overall value you can expect to realize from working with us.

Thank you for considering Baker Tilly. We look forward to helping you ensure a successful future for the City of Swartz Creek and the Townships of Flint and Mundy.



State & Local Government focus

Spend their money wisely.

About Baker Tilly Virchow Krause, LLP

Founded in 1931 with one central objective, to use our expertise to help our clients improve their “businesses,” Baker Tilly has grown steadily over the years, broadening our service offerings and expanding our geographic presence to meet the evolving needs of our clients. In 2011, Baker Tilly ranked as the 16th largest certified public accounting firm in the United States according to *Inside Accounting's* "Top 100" list. As an independent member of Baker Tilly International, the world's 8th largest network of accounting firms, we bring you access to market specific knowledge in more than 120 countries.

We currently have more than 1,400 total staff members including 170 partners and 523 CPAs, serving clients nationwide from offices in Michigan, Illinois, Wisconsin, Minnesota, Washington DC, and New York. Strategic mergers and acquisitions continue to add breadth and depth to the firm.

Our Public Sector expertise

Our devotion to government organizations is manifested in our State and Local Government practice, a group with a commitment spanning more than seventy-five years, and a team of more than 120 professionals dedicated entirely to serving governmental clients. We understand the issues governments face, providing more than 100,000 hours, annually, to the public sector. Our extensive experience provides us with the specialized knowledge and insight to find effective solutions. Our current public sector clients include 346 municipalities, 50 counties, 124 K-12 schools, 150 colleges and universities, 314 utilities, 42 renewable energy projects, and 986 not-for-profits. A significant portion of those clients have engaged us for consulting projects.

We understand the complexity of the municipal government environment, and our experience provides us with the specialized knowledge and insight to find effective solutions. We are also committed to inform and instruct our clients about important governmental issues. We are regularly invited to speak at numerous accounting, financial, and management seminars and workshops.

Our public sector clients rely on our experience and knowledge to help position their operations for optimized approaches to delivering value-added services and programs. Our years of being “in” and collaborating “with” municipal government allow us to help clients develop the best solution for their unique circumstances.

With a deep understanding of the issues you face, and the compassion and humanity to thrive in the public sector world, these professionals will bring you reliable solutions that deliver sustainable value to the communities you serve.



State & Local Government focus

Our commitment to client service

Our business is built on relationships—relationships that are built on trust. At Baker Tilly, our goal is to help our clients succeed both today and in the future. We are a full-service accounting and consulting firm whose specialized professionals connect with you through refreshing candor and clear industry insight. We speak your language and identify with your goals to consistently deliver solutions that are just right for you. We have a long history of commitment to our clients and strive to ensure your complete satisfaction. Our staff responds to your needs by carefully listening and evaluating your particular situation.

For eighty years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships, and a willingness to collaborate with—not dictate to—every client. We will deepen and enhance our partnership with the communities as, together, we work to help you realize your vision.

Our improved municipal fiscal condition expertise

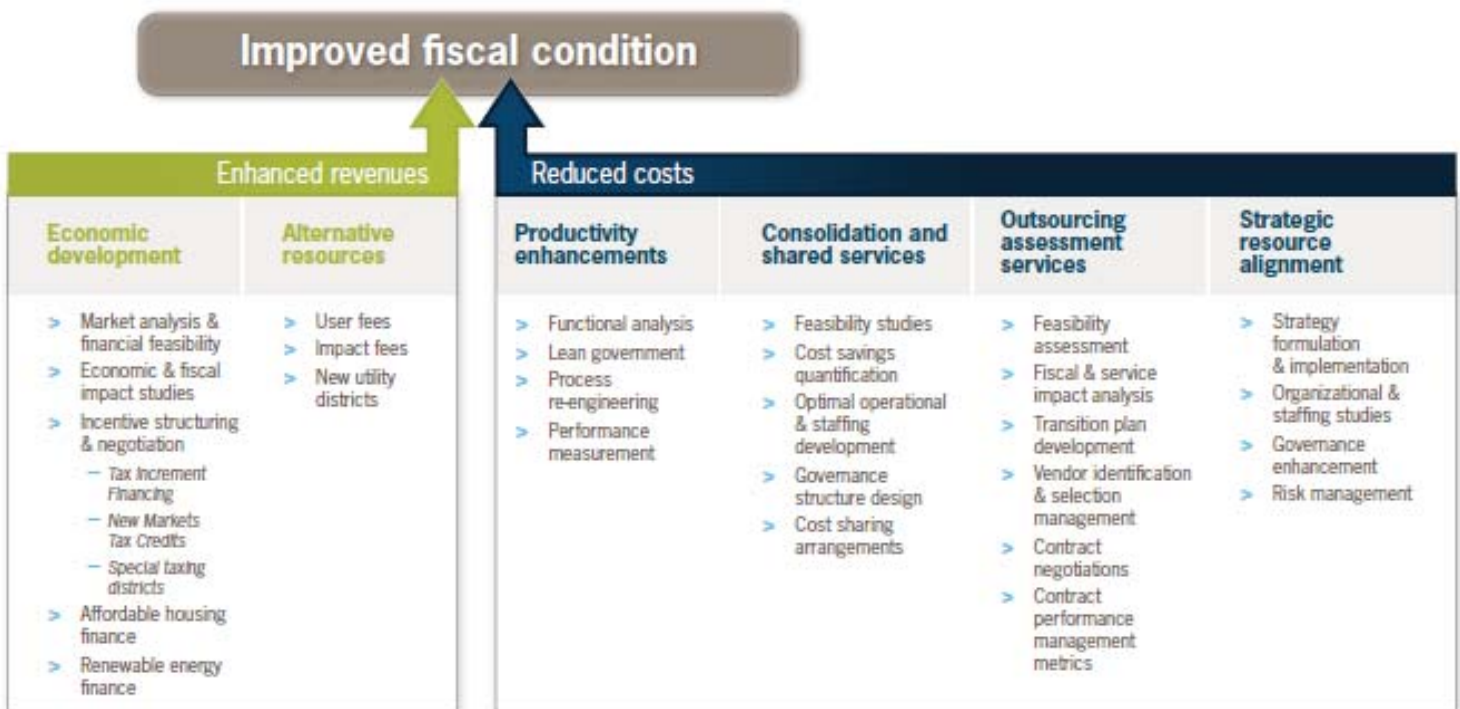
For more than fifteen years, our state and local government consulting practice has focused on positioning municipal and other public sector clients for improved fiscal condition through optimal alignment of strategy and resources. In recent years, a majority of our work has been dedicated to budget reduction and cost take-out studies and resulted in savings equivalent to eight to ten percent of the budgets under review. More recently, our work has shifted to focus on shared service or consolidated arrangements between public sector entities and innovative alliances through public/private partnerships. Given that personnel costs and liabilities are consistently the largest municipal budget driver and that most public sector entities have eliminated any “low-hanging fruit” in terms of easy operational budget fixes, this is no surprise.

Nearly all of the engagements we perform are, ultimately, focused on improving our client’s fiscal position. We complete organizational studies designed to achieve strategic resource alignment, functional analyses to achieve productivity enhancements, and consolidation and shared service feasibility and optimal operational design reviews. The diagram on the next page highlights the range of technical expertise and approaches we take to facilitate improved fiscal condition for our clients.



State & Local Government focus

Baker Tilly State and Local Government
Consulting Service Lines



Baker Tilly finds unique ways to reduce costs

Our focus in State and Local government during the past 40 years has offered us the unique experience of working with our public sector clients to address challenges they face. In the past decade, we have increasingly been involved in assisting our clients to develop unique ways in which to reduce costs while maintaining expected levels of service. Baker Tilly is viewed by local government associations as drivers of thought leadership on the topic of local government service consolidation. This is illustrated by the trust the Wisconsin Local Government Institute (LGI) had in us when they partnered with us to conduct a key study for them.

LGI is a collaborative initiative of the Wisconsin Counties Association, the Wisconsin Towns Association, the League of Wisconsin Municipalities, and the Alliance of Wisconsin Cities. In March 2010, we authored a study on behalf of the Wisconsin Local Government Institute (LGI) on critical success factors for service consolidation. LGI engaged Baker Tilly to perform an evaluation of the key actions required by elected officials, business leaders, and the public to address current budgetary issues and rethink governmental services from delivery and funding perspectives. The consulting project focused on shared services, consolidation opportunities, methods to enhance regional approaches to governance, and alternatives for reformation of the government finance system.



State & Local Government focus

Under the direction of LGI, Baker Tilly prepared a report titled, “A Roadmap for Government Transformation,” and that report served as the basis for a statewide initiative to support increased intergovernmental cooperation. The study focused on the need for proactive government transformation, and identified the critical factors needed for successful consolidations and other collaborative government initiatives. This effort has enlightened us—and many of our clients—as to what is possible (and may soon be required) in the delivery of governmental services. As we mentioned earlier, the report is available at <http://localgovinstitute.org/?q=node/92>.

The results of this work have included numerous local and regional forums on collaborative municipal services, a statewide conference on Lean Government, and a second project in which we will be designing a collaborative arrangement decision-making framework and toolkit for municipal entities within Wisconsin.



Project approach

Work plan

A vital component of a successful study is hiring a project team that offers detailed and specific experience in completing consolidation feasibility studies. Our combined experience goes beyond the technical aspects and brings critical insights and guidance on effective approaches to share or consolidate services in a manner that is acceptable and responsive to all involved stakeholders, be they elected officials, law enforcement management, and/or line staff. ***The focus of much of our work is, in fact, facilitation and assistance to public sector entities exploring ways to enhance service within limited or shrinking resources.***

Consolidation of various municipal functions has occurred throughout the country. Not all attempts succeed; in our experience, the critical success factors underpinning any successful consolidation or shared service arrangement are presented in the following table:

Factors Common to Every Successful Consolidation	
Positive Impact on Services	Clear Fiscal Benefit
Trust	Leadership
Community Support	Shared Perception of Need

A clear business case (Positive Impact on Service and Clear Fiscal Benefit) is ***necessary but not sufficient*** for a consolidation to occur. Without a clear business case, it makes little sense for a community to proceed with a consolidation effort. However, we have seen first-hand several attempted consolidations that featured the potential for savings with as good or better service levels, but did not occur. This was because the other success factors were not present. In some cases, there was no shared perception of need; in others, there was pushback from the community; and in others, there was an absence of trust and/or leadership.



Project approach

Our approach is to work collaboratively with you to design the project that best meets your needs. With our depth of experience, industry-specific knowledge, and commitment to your success, you can count on our proven ability to deliver service recommendations that truly position the communities to provide best value services.

Given the depth of our firm, the proposed project approach benefits from our experience in critical municipal functions and draws on best practices from both the private and public sectors. Our team incorporates specialists and consultants in government operations transformation, enhanced use of technology, and effective contract management who have performed large-scale projects at the local, regional, and national levels.

The approach we have successfully employed on similar projects is based on significant thought and research into what has worked for others. If we are your selected consulting partner, we would ensure that the very first step of the project would be to confirm our understanding of the scope, approach, and expected timelines and deliverables. A true partnership requires everyone to be on the same page. Additionally, we view our role in carrying out this work plan to serve as the communities' advocate in effectively creating a culture of buy-in and engagement at all levels of the organization. We look forward to working with you to figure out how best to create this culture.

Here is our understanding of a phased approach that meets your identified needs:

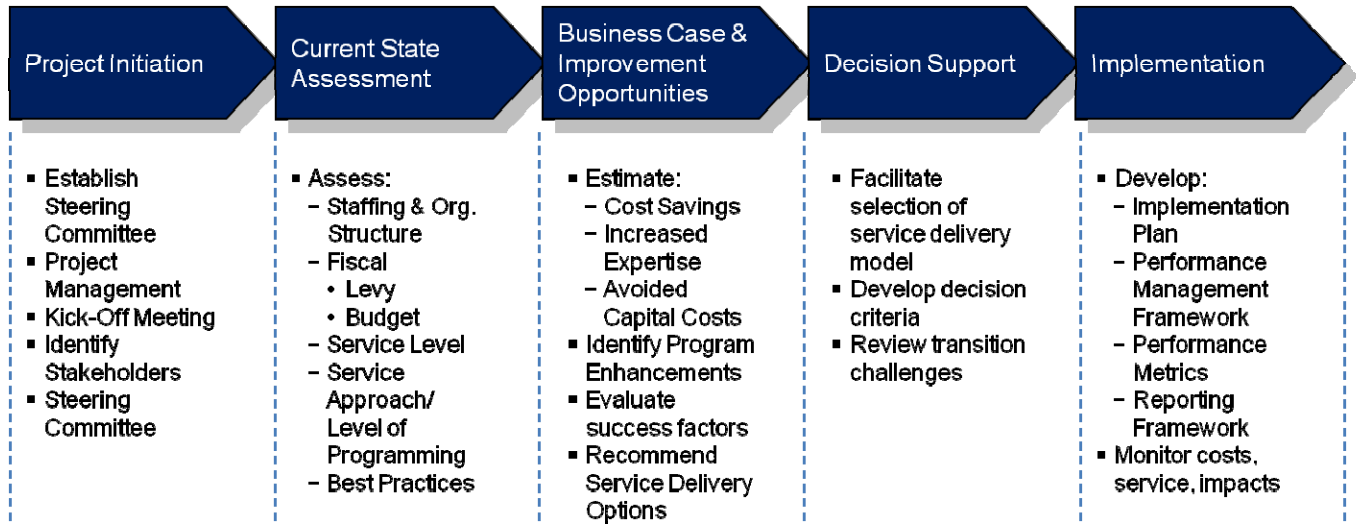
The evaluation will be conducted in five phases beginning with the establishment of a strong project management framework and identification of key process participants. Stakeholders will then be engaged through a series of working sessions and interviews to assess current operations and obtain information needed to assess alternative service delivery options. Next a business case will be developed to recommend operational improvements and a potential alternative for service delivery. If required, support will be provided to select an alternative service delivery model and implement the selected option.

The Baker Tilly team will work with each entity to refine this approach as needed. However, the information that follows outlines a high-level description of how we would envision each phase.



Project approach

Service Delivery Assessment Project Phases:



Project Initiation

Key Questions:

- > What is the governing structure for the project?
- > Who are the key stakeholders that must be consulted during the project?
- > How is project status communicated to participants?
- > Who will participate in key assessment, evaluation, and working group meetings?

Deliverables:

- > Engagement Letter
- > Kick-Off Meeting
- > Initial Information Request
- > Interview Schedule and Participant List
- > Project Schedule

Current State Assessment

Key Questions:

- > How is success measured for each program currently operated by the participating municipalities?
- > What is the service level associated with each function in terms of hours of service delivered and clients served?
- > What are the expenditures and revenues associated with each function?
- > What is the staffing level associated with each function, including estimates of partial FTE allocations?
- > What local ordinance constraints or requirements would potentially impact a merged function?
- > What is the current service delivery profile relative with each function?
- > How do specific service delivery requirements vary the municipalities?
- > What current best practices are in place at participating municipalities that could be extended throughout a merged function?
- > What are industry and peer organization best practices that can be applied?



Project approach

Current State Assessment (cont.)

Deliverables

- > Function Comparison Table, including description, identification of mandated/discretionary status, and description of key differences
- > Facilitation of assessment meetings and participation in staff working sessions

Business Case and Improvement Opportunities

Key Questions:

- > What specific decisions will need to be made due to variances in current service delivery approaches between municipalities?
- > What will be the impact of a decision on service type, level, and delivery method?
- > What are the impacts of a decision on staffing, expenditures, and revenues?
- > What would the impacts of a decision be on the performance measurement approach?
- > What is the availability of the service from other entities?
- > Excluding service delivery, fiscal, and staffing impacts, are there other impacts related to a specific decision, such as facilities impacts, private business impacts, or other?
- > What legal constraints would limit or constrain a specific decision?
- > What changes to processes, technology, and staff can make immediate impacts on efficiency and service enhancement?

Deliverables

- > Service Delivery Decision Matrix and Decision Items
- > Operations Improvement Matrix
- > Facilitation of business case meetings, and participation in staff working sessions

Decision Support

Key Questions:

- > Which of the various service delivery options appear to have the most robust business case from a fiscal impact perspective?
- > Which of the various service delivery options appear to have the least significant implementation challenges?
- > Which of the various service delivery options appear to have the most support and buy-in from key stakeholders?
- > What are the key decision making criteria when evaluating potential options?
- > Given the preferred recommendation, what is the estimated staffing complement and budget, including revenues and personnel, operating, and capital costs?
- > What are the primary transition issues for the recommended option, including action steps and target date, relative to employees, equipment, records access, space needs, governance, intergovernmental agreements, and program specific areas?

Deliverables

- > Draft report, including business case and decision items for the recommended service delivery option
- > High-level transition plan
- > Intergovernmental agreement template



Project approach

Implementation

Key Questions:

- > What is the culture of the municipalities in terms of continuous improvement and performance management?
- > What performance management frameworks currently exist and are they transferable to a consolidated service model?
- > How will the performance be monitored relative to performance standards or quality, timeliness, and cost effectiveness?
- > Does the workforce need any training or assistance in moving to a new service delivery model?
- > What “system” enhancements may be required for a new service delivery model?
- > What is the accountability hierarchy for the new service delivery model?

Deliverables:

- > Implementation Plan
- > Performance Management Plan
- > Cost/Benefit Tracking Mechanism
- > Capital Investment and Depreciation Plan



Project approach

Project timeline

We believe that the primary analysis and report drafting phases of this project can be feasibly completed within 16 weeks, following the commencement of the project initiated through a signed engagement letter.

Of critical importance to the success of this project will be the establishment of a Steering Committee or “Study Group,” including at a minimum staff and representatives from each entity, including key elected officials, department directors, finance leads, Human Resources, and potentially Legal Counsel. This group will greatly elevate the chance for a successful outcome by adequately vetting assumptions and providing a mechanism for regular communication between the project team and the communities. We envision three meetings of the Study Group after the Kickoff meeting.

Naturally, if selected as your consultant, we would be happy to collaboratively discuss a more detailed project timeline that reflects the needs of the participating agencies.

Project Initiation and Management	Weeks 1-2
Study Group Meeting / Kick-off	
Current State Analysis – Operations	Weeks 3-7
Study Group Meeting / Status Update	
Current State Analysis – Technology, Capital and Facilities	Weeks 3-7
Study Group Meeting / Status Update	
Develop the Business Case	Weeks 7-10
Study Group Meeting / Status Update	
Draft Roadmap for Implementation	Weeks 11-13
Draft Report Due	
Presentation	Weeks 14-15



Project team qualifications

Qualified personnel –Our project team qualifications

The team we have assembled for this project provides deep and broad knowledge of municipal services, including depth of knowledge relative to core municipal functions such as finance, public works, public safety, municipal utility, and community development. Our collaborative team approach marries the skills of our analytics team with the in-depth operational knowledge of our functional consultants. Through both consulting and hands-on management experiences, our team has successfully managed budget reduction initiatives and transitions to consolidated, shared service, and/or outsourced service delivery models.

In addition to our senior level consultant professionals, we have assembled a team of subject matter advisors with direct experience managing the functions under consideration for service delivery modification. We do this for three reasons: 1) to ensure feasibility of proposed service delivery model options; 2) to proactively anticipate and mitigate potential service delivery issues; and 3) to create buy-in among existing department heads and staff. Our experience has proven the involvement of these individuals is invaluable to creating realistic, value-added, and accepted options.

Baker Tilly will provide an interdisciplinary team to ensure that you benefit not only from our experience in managing this type of project, but also from our understanding of municipal operations to positively position the communities for realistic and comprehensive knowledge of potential opportunities and challenges that may result from modifications to service delivery. Our project team comprises two integrated teams bringing both analytical rigor and also depth of municipal operations knowledge.

Our seasoned project team possesses:

- > Vast experience in completing successful feasibility studies for consolidated departments, including public safety
- > Deep sensitivity to the challenges facing not merely municipal public safety operations, but also municipal governments overall. Our team will objectively balance needed system and facility functionality with the need to control costs from a budget perspective. It would make no sense to deliver a feasibility study that is based on facility and systems costs that are beyond the ability of the communities to afford.
- > Our team members individually possess on average over a decade of experience in public sector management and resource optimization. They are skilled at navigating difficult conversations and directing conversations and cross-entity groups toward value-added conclusions.



Project team qualifications

Project Management and Optimal Solutions

Member	Project role	Area of expertise	Specific experience
Christine Smith, Principal	Project Principal	<ul style="list-style-type: none"> > Government transformation > Municipal cost reduction > Consolidation and shared services 	<ul style="list-style-type: none"> > 23 years public sector resource optimization and management > Leads State & Local Government Consulting Team > Managed numerous, successful budget reduction, reorganization, shared service and consolidation resource projects, including: <ul style="list-style-type: none"> - City of Rockford IL - City of St. Paul MN - City of Highpoint NC - City of Milwaukee WI - City of Minneapolis MN - Guam Power Authority - Dane County WI - Will County IL - Hennepin County MN - Winnebago County, WI
Shelley Fulla, Manager	Project Manager	<ul style="list-style-type: none"> > Resource optimization > Process and reengineering > Consolidation and shared services 	<ul style="list-style-type: none"> > 16 years of public sector experience, 6 years of that as a consultant for governments > Specializes in organizational and efficiency studies where she combines her strong administrative and financial background with technology capabilities and innovations for service delivery > Project manager at the Chicago Police Department for their award-winning CLEAR initiative (an automation of policing, HR, and administrative tasks). Other agencies with which she's worked include: <ul style="list-style-type: none"> - City of Richmond VA - State of California - Guam Power Authority - Pima County AZ - Broward County FL - Pasco County School District FL - City of St. Charles IL - City of Ketchikan AK - Montgomery County MD - Fairfax County VA



Project team qualifications

Project Management and Optimal Solutions (Cont.)

Member	Project role	Area of expertise	Specific experience
Jenna Weidner, Senior Consultant	Cost/Benefit Analysis Specialist	<ul style="list-style-type: none"> > Government transformation > Staff analysis > Budget development and analysis 	<ul style="list-style-type: none"> > 5 years experience in public sector budget analysis and cost/benefit projects. > In a previous position, she briefed the Governor and Cabinet Leaders on budget issues and alternatives. > Areas of expertise include fiscal and quantitative analysis, data-driven programs and policy decisions, and the state budget process. > Jenna's project experience includes: <ul style="list-style-type: none"> - Rockford, IL - City of Minneapolis MN - Guam Power Authority
Adam Lee, Senior Consultant	Government Transformation, business Process Review, Analytics Support	<ul style="list-style-type: none"> > Government transformation > Business process review 	<ul style="list-style-type: none"> > 8 years public sector experience including direct work for federal agencies and consulting projects with federal agencies > Skills include proposal writing, project development and implementation, organizational process framework design, process reengineering, grant and loan-making process improvement, best-practices, strategic planning, developing operational performance metrics, organizational transition planning, change management, financial impact sensitivity analysis, portfolio analysis for ARRA, training, marketing and communication strategies, grant proposal evaluation, strategic outreach, and surveying. > Projects/clients include: <ul style="list-style-type: none"> - Federal Railroad Administration - Department of Homeland Security - Department of Energy - United Way of Dane County (WI) - Argosy Foundation (Milwaukee WI) - Morgridge Center for Public Service (Madison WI)



Project team qualifications

Functional Specialists

Member	Project role	Area of expertise	Specific experience
Ted Balistreri, Consultant	Public Safety Consultant	> Public safety – police	> 19 years experience in law enforcement including management positions with City of Madison and head of security for Madison schools <ul style="list-style-type: none">– City of Madison WI– Madison Metropolitan School District
Mike Falese, Consultant	Public Safety Consultant	> Public safety – fire	> 18 years experience in fire rescue in Illinois including management positions with City of Elgin and Bartlett Fire <ul style="list-style-type: none">– City of Elgin IL– City of Rockford IL



Project experience

Engagement team references

Baker Tilly is proud of the work performed on behalf of our clients, and we encourage you to contact the individuals below who have worked with us on multiple occasions or who are well-positioned to speak with you about our personnel, approach, and quality of services.

Contact information

Winnebago County
 Mark Harris, County Executive
 Doug Gieryn, Public Health Director
 415 Jackson St, Rm 110
 Oshkosh, WI 54901
 920 232 3029

Waukesha County
 Norm Cummings
 Director of Administration
 1320 Pewaukee Rd
 Waukesha, WI 53188
 262 548 7020

Local Government Institute of Wisconsin
 Tim Hanna, Mayor
 City of Appleton
 100 N. Appleton St
 Appleton, WI 54911-4799
 920 674 6517

Winnebago County, Wisconsin Study of the Possible Consolidation of Health Departments

Baker Tilly was commissioned to conduct a study to determine the feasibility and practicality of consolidating and combination of the four health departments operating within Winnebago County. The project focused on providing the Steering Committee with an analysis of four possible options from both a service and fiscal perspective. Specifically, the project team quantified the current fiscal profile of each health department and inventoried the service levels, programs offered, and requirements of each entity. Through this review, Baker Tilly was able to introduce and discuss best-practice options relative to improved or expanded service delivery. Four feasible possible organizational options were identified, and business case analyses were created for each of the options including quantification of potential cost savings and levy impacts of the presented options. The Baker Tilly team also advised the client on a high-level transition plan for the recommended option. In addition, the project team provided implementation support including intergovernmental agreement templates.



Project experience

Waukesha County, Wisconsin Consolidated Dispatch Implementation Assistance

Baker Tilly performed an analysis of service levels, staffing, operating, and equipment costs to develop budgets for the consolidation of the Sheriff's dispatch services with those of the Lake Area Communications Systems Dispatch Center. This project also included independent development of the full cost of the consolidated dispatch center contrasted with the cost of the former arrangements and development of a form of governance and model intergovernmental agreement. Construction of a new centralized County dispatch center occurred in 2005 and implementation of our recommendations led to actual savings of \$2.7 million annually. The project resulted in a successful dispatch center consolidation that continues to serve ten communities.

Local Government Institute

Baker Tilly recently completed a focused study on behalf of LGI (a combined group of public officials representing the Wisconsin Counties Association, the Wisconsin League of Municipalities, the Wisconsin Alliance of Cities, and the Wisconsin Towns Association) exploring innovative ways for local governments to optimize resources and improve results through collaborative efforts. This study explored key barriers and required success factors for shared service and consolidated arrangements. This study specifically assessed critical components of regional approaches to delivery of core services and included significant case studies of a variety of regional arrangements and structures including economic and community development relative initiatives. As part of this analysis we explored key tenets of successful consolidation including required governance, cost allocation, service delivery, and staffing approaches. This study is being used in various regions of the state to catapult conversations between elected officials.

In addition to the project references provided above, our team members have worked on a wide range of projects. Some of those referenced on the staff matrix are described here.

Government Transformation – Service Delivery and Budget Reduction Effectiveness

Our state and local government consulting team has focused the past decade on providing advisory services to public sector clients with a specific focus on budget and fiscal obligation reduction and innovative approaches to service delivery to reduce fiscal obligations. We have managed a significant number of vital assessments resulting in options to significantly reduce public sector entities cost while at the same time improving or enhancing services provided.

The communities can benefit directly from our team members' in-depth knowledge of municipal functions and experience conducting city-wide, as well as focused, evaluations of budget reduction, resource optimization, and consolidation alternatives. The following references are illustrative of the projects we have conducted for our public sector clients across all municipal service areas.



Project experience

Public Safety Consolidation

Superior Township, Michigan Patrol Consolidation Study

Facing severe fiscal constraints as a result of an economic downturn in Michigan, the City of Ypsilanti, Michigan investigated the feasibility of consolidating its police department with seven of its neighboring towns. The challenge was to create policing teams that could address issues in densely populated areas with those in more rural areas of the district. This study required a determination of needed staff, a fair and equitable system to share costs and a workable governance structure. The consolidation did not move forward due, in part, to a change in elected leadership.

City of Columbus, Wisconsin Emergency Dispatch Consolidation Study

The City of Columbus, Wisconsin was faced with severe budget constraints in light of reductions in State Shared Revenues. As a cost saving measure, they retained Baker Tilly Virchow Krause to determine the feasibility and associated potential cost savings by eliminating their local emergency dispatch center and having this service provided by the County. During this study, we contacted the County to determine their ability to add the City of Columbus to their dispatch operation. A service analysis and cost-benefit analysis was conducted to determine impacts on the City. The consolidation became effective in the spring of 2008.

Ozaukee County, Wisconsin Emergency Dispatch Consolidation Study

After conducting initial discussions with the cities of Mequon and Port Washington the Ozaukee Sheriff initiated a feasibility study to add these two relatively large communities to its existing county emergency dispatch center. This study included an analysis of staffing and space needs in the existing County dispatch center. An analysis of service levels was required to assure the two cities that service through the county would be as good as or better than that which it could provide individually.

Central Lake County, Illinois Emergency Dispatch Consolidation Study

The adjoining municipalities of Vernon Hills, Libertyville, Lincolnshire and Mundelein, Illinois each operated with their own emergency dispatch centers. They jointly retained Baker Tilly Virchow Krause to conduct a feasibility study to create a central dispatch system. The analysis required an assessment of facilities, staffing, service levels, financing and governance. Critical to this study was maintaining after-hours services and support to the municipal police departments. The consolidation did not move forward because, in part, of preconditions on staffing insisted upon by some of the participants that limited the potential savings.



Project experience

Will County, Illinois Emergency Telephone System Board Consolidated Dispatch Operational and Financial Feasibility Study

Will County, Illinois is a rapidly growing county that was served by 11 Public Safety Answering Points (PSAP). The County desired to consolidate the 11 PSAPs into one or two operated by the Countywide Emergency Telephone System Board. An independent cost analysis was conducted to demonstrate to the municipalities and emergency responders in the County to potential cost savings if they consolidated. This analysis was a key component to creating county-wide emergency dispatch. The consolidation ultimately did not move forward due to differences in service delivery expectations and resulting potential cost savings, and the desire to retain greater local control.

Unnamed Illinois community Consolidation and Outsourcing Assessment (in progress)

Baker Tilly is conducting an assessment of options relative to public works and water utility operations including privatization, outsourcing, and internal process improvements in attempt to ensure value for level of levy dollar spent.

This project is designed to assist a mid-sized municipality determine what service delivery continuum will be appropriate for their public works function. It includes the in-depth assessment of their current approach to delivery of a wide array of public works functions including: street maintenance, water utility services, sanitary sewer and stormwater activities, forestry, and fleet. A key focus of this study is a review of the current approach to performance management with a specific emphasis on whether this framework approaches best value service for cost and recommendations around service delivery alternatives.

This entity has moved toward a service delivery continuum that includes some contracted services and is assessing the appropriate level of internal and external service delivery approaches. It is feasible that a managed competition will occur.



Project experience

West Central Minnesota PSAP Consolidation Study Group (Lead Agency: Stevens County, Minnesota) 10-County PSAP Consolidation Feasibility Study

In 2010, Baker Tilly and Elert & Associates were retained by a consortium of ten Minnesota Counties to analyze the feasibility of consolidated dispatch services in the region. Key objectives of the study were to:

- > Identify the most feasible combinations of counties, given technical, operational, fiscal, and political factors
- > Assess capital/technical needs: develop a detailed assessment of current and future capital needs for each County, including potential impacts of Next Generation 911 upgrades, as well as facility needs
- > Analyze workload: quantify current and projected call volume for each County, including emergency and non-emergency calls and radio dispatching, as well as overall dispatcher utilization and availability for administrative and support tasks
- > Demonstrate business case: perform a 10-year net savings/expenditure analysis for each county under four separate consolidation scenarios, factoring in workforce impacts/staffing levels given projected call volumes, other avoided operational costs, avoided capital costs, impact on E911 program revenues, and comparison of selected cost-allocation models against projected “status quo” expenditures
- > Assess non-fiscal and service success factors: evaluate the extent to which critical success factors were present, such as a track record of past cooperation, trust, and shared perception of need
- > Identify potential governance approaches and recommended next steps

Public Safety Review

City of Elgin, Illinois Analysis of the City’s Costs for Providing Overtime Compensation for the Police and Fire Departments

Baker Tilly performed a review of overtime in the City's Police and Fire Departments with a focus on determining whether or not the services generating the overtime costs were an effective use of personnel time and whether the costs associated could be reduced through proposed changes to existing policies. The primary recommendations focused on changing policies or practices that could potentially reduce overtime, changing reporting and tracking systems to provide better information on overtime causes, developing a methodology to recover overtime expenditures from enterprise funded City operations, and suggesting changes to work policies or negotiating changes to collective bargaining agreements.



Project experience

City of Fond du Lac, Wisconsin City-Wide Assessment & Alternate Service Delivery Analysis

Baker Tilly performed a City-wide assessment to identify high opportunity areas for transformation including consideration of alternative approaches to service delivery. The assessment included use of a diagnostic phase to target areas for detailed review. Ultimately, the project identified areas for organizational restructuring, process reengineering and potential for both public-public and private-public collaborations. To better optimize available resources, Baker Tilly recommended staff reallocations and reductions.

Based on our track record of successfully completing several reviews of individual departments, the City asked Baker Tilly to complete a city-wide resource assessment to identify staff reductions and alternative options for service delivery including assessment of IT function outsourcing, reorganization of administrative functions, and potential for shared service and consolidation arrangements in municipal utilities and administrative support. Functions reviewed included:

- > Police
- > Fire
- > Public Works
- > Planning and Community Development
- > Finance and Administration
- > IT
- > Human Resources
- > City Clerk
- > Transit
- > Assessment
- > Library

City of Green Bay, Wisconsin Fire Department Staffing Review

Baker Tilly conducted an analysis of the City of Green Bay Fire Department's staffing structure to determine efficiencies and cost savings in light of a financial deficit the City was facing. Organizational and operational issues were analyzed to identify opportunities for increasing efficiency and effectiveness, including full-time staffing needed for each company. In addition, a benchmarking tool was used in the study to compare the City's fire and EMS departments to comparable regional departments. Staffing options presented in the report identified potential estimated annual savings ranging between \$500,000 and \$1.4 million annually.



Project experience

City of Stevens Point, Wisconsin Fire Department Organizational Study

Conducted a management audit and cost recovery analysis of the City of Stevens Point Fire Department to identify opportunities to improve department effectiveness and efficiencies. The project identified and evaluated reorganization opportunities, staffing philosophies and policies, and mutual aid agreement impacts. The City was provided with a set of three staffing options associated with providing separate service and operational profiles. In addition to an assessment of the fire service, the project also included a cost recovery review of the Department's contract with Portage County to provide EMS services.

Municipal Consolidations and Operational Reviews

City of Dearborn, Michigan Operational Review – Dearborn Public Works

Baker Tilly conducted a comprehensive budget and operations analysis of four public works divisions to assist the City of Dearborn in meeting significant financial challenges. Our analysis included an evaluation of current staffing levels and position types, operational processes and service delivery methods, management structure and practices, and third-party contract management and opportunities. The primary focus of this study was to identify and make recommendations for process reengineering and operational efficiencies that will allow the Department to maximize resources while maintaining a tradition of providing exceptional service to residents. A benchmark review of comparable public works departments was performed to assess the level of service and allocation of resources in comparison to other similar communities. The scope of this analysis included the following divisions: administration, streets and highways, parks, and sanitation.

City of Evanston, Illinois Evaluation of the City's Development Review Process

Baker Tilly performed a comprehensive analysis of all aspects of the City's development review process. With an impact of more than \$100 million annually on the City's economic base, this evaluation was critical to ensure a proactive and effective approach to managing critical processes including development of city vision and standards for economic development, effective management of the governance process, and realignment of city resources to support development review and regulatory processes. Recommendations focused on improvement to departmental monitoring functions relative to cycle times, quality control, and responsiveness to constituents/applicants involved in the process. Recommendations also include redesign of the governance body roles and extensive discussion of enhancements to process management, including introduction of workflow analysis and customer self-help options related to the permit application process.



Project experience

Village of Carol Stream, Illinois Development Department Organizational Review

Baker Tilly performed a comprehensive assessment of the Village's Development Department. The project provided an in-depth assessment and recommendations relative to:

- > the alignment of department operations with the articulated development vision and strategic priorities of the Village, the efficiency of key work processes and interaction with other village departments
- > Customer responsiveness including the timeliness, adequacy, consistency and accuracy of response and development of effective frameworks for information exchange between customers and the Village
- > Staffing level adequacy and redundancy
- > Effective performance and accountability frameworks
- > User fee modifications necessary to ensure full cost recovery for services provided

City of Rockford, Illinois Outsourcing & Optimal Service Delivery Assessment

Baker Tilly was hired to assess the feasibility of outsourcing or other alternative service delivery for a broad range of municipal functions. As described earlier, Phase 2 of this assessment included the review of Finance, Human Resources and Legal Functions. Specifically, Baker Tilly reviewed:

- > Scope of services
- > Level of resources expended to provide services
- > Efficiencies in current service delivery approach
- > Staffing level analysis
- > Alternative service delivery models (e.g., outsourcing, shared services, consolidated services)
- > Impact of potential changes (fiscal and policy)
- > Contract considerations

Phase 2 resulted in the identification of a significant amount of potential savings. Many of the recommendations focused on creating enhanced delivery models internally through the use of a more centralized approach.

City of Fond du Lac, Wisconsin Public Works Department Review

Baker Tilly conducted a comprehensive evaluation of City public works operations including assessment of whether or not the parks maintenance function should be combined within the overall construction and maintenance division. The project resulted in a significant reorganization of the division, adoption of inter-division shared service approaches (relative to both labor and equipment), and a defined methodology for considering outsourced services.



Project experience

Eau Claire County, Wisconsin Human Resource Department Review

Baker Tilly conducted an Assessment of the Human Resource Department for Eau Claire County. The purpose of this assessment was to review the Human Resource Department's organizational structure and staffing resources to assure alignment in support of effective delivery of core County services and optimization of County operational resources. Identified areas for improvement included: collaborative HR management, strategic approach with professional support, increased communication with employees, building on improvements already made (and continuing toward a broader, enterprise-wide facilitative role), expanded utilization of existing technology plus the consideration of new solutions, and creation of a detailed implementation plan with follow-through. Two alternative structures presented savings of \$21,000 annually or \$91,000 annually.

City of Wauwatosa, Wisconsin Various City Functions Budget Reduction and Operational Assessments

We conducted evaluations of the Human Resource, Finance, and Engineering departments to identify potential reductions to staff, enhancements to use of technology, and changes in service delivery through outsourcing, contracts, or shared service arrangements.

City of Beloit, Wisconsin Merger Study of the City of Beloit Health Department into the Rockford County Health Department

Baker Tilly performed a program and service analysis to evaluate the feasibility of merging the City of Beloit's Health Department into the Rock County Health Department. The study included the facilitation of joint City and County staff work groups to gather information and discuss impacts of services options, and facilitation of a joint merger study committee decision-making process to recommend services levels and approach for merged health department. The study resulted in the creation of a service delivery model along with a staffing and budget plan for the merged departments. The City and the County both approved the merger.

City of Fond du Lac, Wisconsin Construction and Maintenance Outsourcing Methodology Development

As part of a broader resource optimization project resulting in a significant reduction in operations staff through department reorganization, Baker Tilly developed a recommended outsourcing strategy and planning approach for use by the City in considering outsourcing for primary public works functions.



Project experience

City of Racine, Wisconsin Public Health Lab Outsourcing Assessment

Performed an operational study of the City's Health Department to assess the efficiency, cost effectiveness, service, and quality of the Department's operation and organizational effectiveness as they relate to the City's and Department's strategic goals. The report included 22 recommendations and two options addressing a range of functions in the Department. A primary focus of the study was whether the City should eliminate its public health laboratory and outsource several services that had been historically provided in-house. Other recommendations included modifications to the current organizational structure and staffing, improvements to strategic planning and governance, improvements to the budgeting and accounting efforts, changes to contracting for services, and improvements to management skills, collaboration and outreach, physical work space, and technology utilization.

City of Eagan, Minnesota Comprehensive Organizational Structure and Service Delivery Assessment

Rebounding from a significant period of growth over the past two decades, the City of Eagan worked with Baker Tilly in completing a comprehensive assessment to align service delivery and staffing levels with the needs of a maturing community. The study recommended a long-term master plan for adjusting staffing levels, types, and emphasis at all levels of the organization from a focus on development and growth to enhanced and responsive service delivery. Significant emphasis was placed on the Parks and Recreation, Community Development, and Communications departments with all other departments included in the analysis as well. The presence of several robust and profitable enterprise-funded operations contributed to the complexity of this analysis. The master plan and a defined model will also serve as a blueprint for staffing relative to the anticipated retirement of the majority of the City's administrative team. Practical recommendations were provided in each of these areas to ensure constituent satisfaction while continuing the City's historically low per capita spending level.



Project experience

Local Government Information Systems (LOGIS) – Golden Valley, MN Strategic Planning and Operational Assessment

LOGIS provides effective, reliable, and adaptable technology solutions to Minnesota public agencies through the sharing of ideas, risks, resources, and costs in a cooperative partnership that evolves with agencies' needs. The LOGIS Executive Committee engaged Baker Tilly (formerly Virchow Krause) to facilitate a Strategic Positioning Plan process to ensure technology solutions offered are supporting changing municipal government needs. This stakeholder intensive process was intended to ensure that LOGIS is positioned to be nimble in meeting changes in member expectations and needs.

The scope of services we provided included:

- > Facilitated several member input processes aimed to identify emerging issues, current expectations, and areas of concern (400 survey responses, 15 focus groups, and more than 25 internal interviews)
- > Facilitated critical discussions with the Board's Executive Committee and LOGIS management staff to gain clarity around Vision and Strategy
- > Developed key strategic priorities in response to the emerging economic challenges and based on articulated member expectations and Executive Committee directives
- > Synthesized key actions into Strategy Map with key priorities and critical initiatives focusing on both internal and external action steps to position LOGIS for the future
- > Identification of key management and operational frameworks (e.g., communication, needs assessment, customer feedback, financial, etc) within current LOGIS operations
- > Developed detailed implementation steps
- > Created key steps/needs in terms of marketing and proactively positioning LOGIS today and in the future



Cost and fee proposal

Professional fees

Based on the objectives and scope and project approach described earlier, the communities' not-to-exceed investment to review the operations and financial costs of providing Public Safety services, as well as Assessing and Building Department Functions to the residents of all three communities is described below. These fees exclude out-of-pocket expenses for mileage, lodging, meals, postage, report production and other reasonable items, estimated at \$7,300. The table below presents the proposed cost by phase, including timeline.

Service	Investment
Public Safety Assessment (Through Decision Support)	\$75,000
Assessing and Building Department Functions (Through Decision Support)	\$25,000 - \$35,000
Implementation Support	TBD

We understand the fiscal challenges faced by municipalities, and we are willing to discuss changes to the project scope and project investment as the communities' circumstances require.

Our timeline and cost estimates for this project are based on the assumption that we will not have to expend a significant amount of time performing data extraction or reviewing paper records, but would have access to and be provided with electronic or other readily available data. If we are required to utilize our services to a greater extent for data extraction, or if the communities are unable or unwilling to provide electronic information resulting in our having to expend time entering manual records into spreadsheets, databases, or other electronic systems to be used for our analytical purposes, we would develop an appropriate estimate of hours and costs associated with this additional work, and submit to the project liaison and would revise the timeline accordingly.



Cost and fee proposal

These fees and our project timeline assume that appropriate staff and officials will be available per the agreed-to schedules and that information will be provided within the specified timeframes. Costs incurred for multiple requests for information or rescheduled interviews will be passed on to the communities after discussion with the project liaison.

Additions to the project scope beyond those noted above and associated costs will only be incurred with prior approval of the communities. Billings will be rendered monthly and payment shall be made within thirty days of receipt.

Should implementation support be required, work would be performed at our hourly rates as follows:

Staff title	Hourly rates
Partner/Principal	\$270
Senior Manager	\$250
Experienced Manager/Manager	\$215
Senior Consultant	\$150
Consultant	\$130

Additionally, for this phase out-of-pocket costs for travel will be billed at actual costs with travel time only charged at ½ normal rates.



Value-added offerings

Value added offerings

Our Baker Tilly team is able to provide a full continuum of related services to assist the communities to fully position this project to provide best value services in a fiscally responsible manner. We offer a full array of services in conducting operational assessments and facilitating current operations enhancements or alternative service delivery solutions. As part of our operational assessment, the communities will benefit from the knowledge we have gained in providing these services to other municipalities. Additionally, as part of the high-opportunity-area identification, you will benefit from our previous experience in designing alternative approaches that work.

For example, we are equipped to assist with the specific design of performance metrics and frameworks and have decades of experience in reviewing, analyzing, and designing operationally based performance metrics to drive valued services. Specific performance-based work we can provide includes:

- > Performance strategy
- > Performance measurement and metric design
- > System enhancements in support of performance management
- > Performance monitoring framework
- > Alignment of enterprise and individual goals
- > Performance management training

In addition to the services highlighted above, we also have specialists in the following areas:

- > Lean process improvement
- > Rate studies
- > Technology strategy and management
- > Internal control design
- > Enterprise risk management
- > Fixed asset management



Appendix A: Professional Resumes



Christine M. Smith

Principal

608 240 2391

christine.smith@bakertilly.com

Christine Smith, Principal leading State and Local Government Consulting Services, has been with Baker Tilly Virchow Krause, LLP since 1998. She specializes in creating innovative solutions for public sector clients including municipalities, counties, schools, housing authorities, utilities, and state agencies. Christine serves as a valued advisor to state and local government clients with extensive experience managing strategic planning, resource optimization, organizational and operational analysis, economic development, budget reduction, and human resource management initiatives.

Specific experience

- > Serves as key strategist and facilitator for complex strategic positioning and planning initiatives including governance restructuring, development of key strategic priorities and the development of organizational and individual frameworks and performance measures to ensure continuous monitoring and modification, and alignment of entity resources with strategic priorities.
- > Effectively leads large projects for state agencies and municipal entities to identify vital modifications to systems, governance, or organizational structures, or existing operational practices to ensure effective and fiscally responsible program management of critical government programs and alignment of resources with strategic priorities.
- > Designs, leads, and directs major studies to reorganize and restructure public sector and not-for-profit entities of all sizes to achieve significant cost savings, improve resource optimization, and set clear organizational outcome expectations including oversight for consolidation and shared service feasibility studies.
- > Leads functional teams on large system ERP and process reengineering projects to ensure development of effective system requirements and process approaches.
- > Leads capacity building and evaluation efforts for diverse client operations such as financial, technical, or management in a variety of industry settings to effectively re-engineer processes, enhance the use of technology, and ensure responsive service delivery at lower costs. Implement budget reductions/ revenue enhancements and articulate the cost/benefit of specific enhancements.
- > Manages comprehensive projects designed to improve the effectiveness and efficiency of specific functional areas including public safety, public works, economic development and planning, and K-12 instructional support.
- > Conducts focus group sessions and training seminars on management topics including customer value management, succession planning, and effective resource management.



Appendix A: Professional Resumes

Christine Smith, page 2

- > Formerly served as a policy and program analyst with the Wisconsin Department of Transportation Division of Motor Vehicles responsible to conduct evaluations designed to improve operational effectiveness and efficiency, analyze the fiscal and policy impact of legislative proposals, develop budget initiatives, and represent the department on interagency task forces and working committees.
- > Experience as a personal specialist advising management of large organizations on human resource issues and overseeing operational level human resource activities.

Industry involvement

- > Society for Human Resource Management
- > International City/County Management Association
- > Speaks on management, operations, performance, and human resource issues at national and local industry conferences.

Education

University of Wisconsin - Eau Claire
Bachelor of Business Administration – Magna Cum Laude

University of Wisconsin – Madison
Concentration in Public Program Evaluation

Relevant continuing education

- > Six Sigma Coursework
- > Baker Tilly Leadership Training
- > UW School of Business – Strategic Formulation and Implementation Leadership Series



Appendix A: Professional Resumes



Shelley L. Fulla
Manager

312 729 8191
shelley.fulla@bakertilly.com

Shelley Fulla, Manager in Public Sector Services, joined Baker Tilly Virchow Krause, LLP in 2011. She brings with her an extensive background in government service, both as a practitioner and as a consultant. She specializes in organizational and efficiency studies where she combines her strong administrative and financial background with technology capabilities and innovations for service delivery.

Specific experience

- > Leads large projects for state agencies and municipal entities to identify vital modifications to systems, governance, or organizational structures, or existing operational practices to ensure effective and fiscally responsible program management of critical government programs and alignment of resources with strategic priorities.
- > Designs, leads, and directs major studies to reorganize and restructure public sector and not-for-profit entities of all sizes to achieve significant cost savings, improve resource optimization, and set clear organizational outcome expectations including oversight for consolidation and shared service feasibility studies.
- > Conducts needs assessments of organizations looking to utilize technology to respond to business needs. Functional areas of specialty include financial management, payroll/human resources, and budget development/management.
- > Designs and leads cost benefit analyses focused on decision making and justification of operational changes.
- > Served as a project manager for a nationally recognized system for law enforcement at the Chicago Police Department. Systems delivered on time, and on budget.

Industry involvement

- > American Society for Public Administrators
- > Illinois Government Finance Officers Association
- > Presented national training seminars with the Government Finance Officers Association on enterprise resource planning selection, change management, needs assessments, personnel budgeting, and best practices in public budgeting.
- > Published in national publications in the areas of the impacts of technology on civic engagement, technology return on investment, change management, ERP system selection and generational change in public organizations.

Education

University of Illinois at Chicago
Master of Public Administration
Bachelor of Arts, Psychology



Appendix A: Professional Resumes



Jenna Weidner
Senior Consultant

608 240 2664
Jenna.weidner@bakertilly.com

Jenna Weidner is a Senior Consultant with Baker Tilly Virchow Krause, LLP. She has worked in both the private and public sector, most recently as an Executive Policy and Budget Analyst for the State of Wisconsin Department of Administration, and has also provided consulting and analysis work for not-for-profit organizations. Jenna has extensive experience in assisting organizations to improve service effectiveness and efficiency.

Specific experience

- > Provides guidance and analysis regarding resource allocation and policy directions to maximize effectiveness.
- > Performs fiscal and position oversight, evaluating changes over time, and providing detailed comparative analysis.
- > Evaluates adherence to laws and administrative rules in the policies and practices of state agencies.
- > Presents creative funding options to address current operational needs, future commitments and strategic goals.
- > Provides complex multi-variable analysis to determine trends for planning or reorganization exercises.
- > Surveys policies, systems, and outcomes across organizations and governmental units to identify best practices.
- > Provides detailed cost-benefit analysis to guide decision making and optimize effectiveness.
- > Prepares business plans for expansion of not-for-profit organizations.
- > Conducts focus group sessions and develops training materials.

Industry involvement

- > National Association of State Budget Officers

Education

University of Wisconsin, Robert M. La Follette School of Public Affairs
Master of Public Affairs in Policy Analysis

Oral Roberts University
Bachelor of Arts in International Relations



Appendix A: Professional Resumes



Adam Lee

Senior Consultant

608 240 6729

adam.lee@bakertilly.com

Adam Lee joined Baker Tilly Virchow Krause, LLP, in 2011 and began his public sector service career in 2003. He's had hands-on experience with federal programs as well as extensive consulting and research experience for a not-for-profit foundation, the United Way, the US Department of Energy, Department of Homeland Security, and Federal Railroad Administration, and most recently with a Big Four accounting firm. Adam's skills include process reengineering, resource optimization, managed competition, strategic planning, and performance management.

Specific experience

- > Creates organizational transition plans including implementation phases, staff transitions, and training programs
- > Evaluates shared service strategy feasibility and develops implementation plans
- > Designs staffing strategies for shared service centers and centers of excellence
- > Leads process reengineering efforts to clarify organizational roles and responsibilities, reduce duplicative work, and establish consistent and efficient processes
- > Facilitates large and small group working sessions to identify process improvement opportunities and solutions
- > Conducts evaluation of peer organizations and industry leading practices to guide improvements
- > Reviews organizational operations to identify service costs
- > Creates strategies to conduct managed competition process
- > Develops strategic plans including an organizational mission, vision, and goals
- > Designs performance management frameworks including operational performance metrics, reporting processes, baselines, targets, and management tools
- > Writes organizational policy and procedure documents with specific expertise in organizational travel policy
- > Develops, refines, and utilizes activity based costing (ABC) models
- > Provides assessment of American Recovery and Reinvestment Act (ARRA) objectives, funding, and performance reporting



Appendix A: Professional Resumes

Adam Lee, page 2

Industry involvement

- > Project Management Institute

Education

University of Wisconsin – Madison, La Follette School of Public Affairs
Master of Public Affairs in Community Leadership and Development & Policy Analysis

University of Wisconsin – Madison
Bachelor of Arts in Communication Arts and Rhetorical Studies
Certificate in Business



Appendix A: Professional Resumes



Ted Balistreri

Senior Law Enforcement Consultant

608 238 7712

tbalistreri@gmail.com

Ted Balistreri served as a command-level law enforcement officer for nineteen years in the Madison Police Department, including 7 years as Assistant Chief of Police for Operations. Prior to that he served twelve years as a Captain, with responsibility at various periods for the South Madison Police District, where he pioneered the MPD's implementation of Problem-Oriented Policing; Narcotics & Vice Detective Bureau; Patrol; Personnel, including representing the Department in collective bargaining; and Administrative Support, Records, and Planning.

As a law enforcement officer, he also held every line-of-duty position including beat patrol officer, sergeant, and lieutenant. He has also given presentations at national conferences and at Police Departments throughout the country and internationally on the topics of leadership, Problem-Oriented Policing, Quality Methods in law enforcement, and tactical responses to high-risk incidents. After his retirement from the MPD, Mr. Balistreri served as the security coordinator for the Madison Metropolitan School District for six years.

Specific experience

- > Served as Assistant Chief of Police-Operations with the Madison Police Department for 7 years where he directly supervised five district captains, one Criminal Intelligence/Dane County Narcotic and Gang Task Force Captain, and three officers in charge (Lts). Approximately 290 officers are assigned to operations. Responsible on a 24-hour basis for all functional matters of operations which include responding to all calls for service, follow-up investigations, narcotic and gang investigations, ERO program, safety education program, neighborhood police officers, criminal intelligence, court detectives, crime prevention and the Crime Stopper program.
- > Served as Captain of South Police District with the Madison Police Department (formerly the Experimental Police District) where he was responsible for 46 employees who provided 24-hour emergency and routine calls for service, follow up investigations, parking enforcement, and neighborhood policing for the 30,000 residents and business in the district.
- > His mission was to promote innovation and experimentation in three specific areas: 1) employee participation in making decisions about work conditions and the delivery of police services; 2) management and supervisory styles supportive of employee participation and of community-oriented and problem-oriented policing; and 3) implementation of community-oriented and problem-oriented policing. The district received worldwide recognition as a result of a \$360,000 grant that Mr. Balistreri obtained from the National Institute of Justice and which was administered by the Police Foundation. The grant evaluation was extremely favorable to the district's accomplishments and his leadership style.



Appendix A: Professional Resumes

Ted Balistreri, page 2

- > Served as Captain of Police of the Planning Unit, Executive Section; Personnel and Budget Bureau, Support Services; Patrol Bureau, Patrol Services Division; and the Executive Section with the Madison Police Department.
- > Served as Lieutenant of Police-2nd Detail, Patrol Bureau, Patrol Services with the Madison Police Department
- > Served as Lieutenant of Police-Metropolitan, Narcotics & Vice Detective Bureau with the Madison Police Department.
- > Served as Sergeant of Police for Specials Operations-Administrative Services and 4th Detail-Patrol Bureau, Patrol Division with the Madison Police Department
- > Served as a Police Officer for the Community Relations Unit, Executive Section and the Patrol Bureau, Patrol Services Division with the Madison Police Department
- > Served as Security Coordinator Madison Metropolitan School District (MMSD) for 7 years where he coordinated school security functions and developed security plans with principals, law enforcement, juvenile court, and fire department. Provided training to staff on scanning security threats, analyzing incidents, responding to them, and assessing impact of actions taken. Worked as a liaison to city, county, and state agencies. Supervised and trained security guards. Responded to all incidents that posed threats to the safety of students, staff, or the school.

Specific training

- > Quality and Productivity Training (approximately 40 hours)
- > Impact of Automation on Law Enforcement (2 days with William Tafoya, FBI Agent)
- > Futures Seminar (3 days at University of Wisconsin Management Institute)
- > Senior Management Institute for Police Program (2 weeks)
- > Budgeting Practices for Government Agencies (2 days at UW-Extension)
- > Collective Bargaining Practices and procedures (5 days at UW-Milwaukee)
- > Men and Women in the Workplace (3 days at UW-Extension)
- > Civil Liability Seminar (2 days)
- > Post Shooting Trauma (3 days, conducted by the Dallas Police Department and Smith & Wesson)
- > National Community-Oriented Policing Conference (4 days in Washington, DC)
- > Managerial Grid Training (1 week)
- > Developing Management Skills (3 days)
- > Hostage Negotiations (3 days, conducted by Lt. Frank Bolz of the New York Police Department and Dr. Harvey Schlossberg – also numerous other seminars related to hostage negotiation and SWAT tactics)
- > Drug Identification, Laws of Arrest, Search and Seizure, and other areas dealing with narcotic investigation and case handling (2 weeks, conducted by the Drug Enforcement Association)
- > Workshop on Crisis Intervention (1 week, conducted by the International Association of Chiefs of Police – also numerous other seminars concerning this subject)



Appendix A: Professional Resumes

Ted Balistreri, page 3

- > Dignitary Protection (1 week, conducted by the Secret Service in Washington, DC)
- > Effective Supervision of Personnel (2 weeks at UW-Extension)
- > Crisis Intervention/Conflict Management, Community Relations, and Effective Communications (1 week at UW-Madison)
- > Strategic Planning (2 days at UW-Extension)
- > Managing in a Changing Work Environment (3 days – UW-Madison)

Industry Involvement

- > Member of the National Community-Oriented Policing Board set up to be an advisory board to the federal funded COPS program.
- > Presentations to the National Problem-Oriented Police Conference put on by Police Executive Research Forum (PERF), Southwestern Law Enforcement Institute at the University of Texas in Dallas, and the International Association of Criminologists.

Education

University of Wisconsin – Madison
Bachelor of Arts in History and Political Science



Appendix A: Professional Resumes

Michael W. Falese

Fire Chief Executive

Michael Falese is a fire Chief executive with extensive experience in the successful delivery of emergency fire and emergency medical services and possesses strong skills in all areas of fire and emergency services operations and administration. His expertise is in organizational problem-solving, establishing emergency response patterns and strategies, organizational analysis, and employee development, and he is committed to the delivery of professional value and vision driven community-based fire services. Mr. Falese is sincerely dedicated toward the goal of ensuring the highest quality of life available.

Professional experience

Fire Chief, City of Elgin Fire Department

City of Elgin, IL - November 2003 – September 2007

Responsibilities: Chief Fire Executive for the Elgin Fire Department. Responsible for leading and managing all departmental operations and functions. The department consists of 129 sworn personnel and 3 support staff (civilian) employees. The 2007 operating budget is \$15 million and the capital budget is over 7 million dollars. Elgin's very diverse population is 105,000 with a projected population of 250,000 civilians within 25 years. The Elgin Fire Department emergency alarm volume in 2006 was 10,682, currently estimated at the 7th busiest fire department in the state of Illinois. Also serve as one of 7 cabinet team members of City Manager's top leadership staff team, responsible for key decisions made on city wide issues, impacting all departments and all City operations.

Utilizing a strong community and culture based philosophy, responsible for directing all departmental activities. This includes creating and implementing policies and procedures, assessing staffing needs, directing organizational and community-based problem solving activities, developing community partnerships, and assessing community needs. In addition, am responsible for developing and managing the departmental annual budget, making appropriate budgetary and staffing recommendations to the City manager and City Council, monitoring fire and arson trends and issues, and directing departmental resources appropriately. In addition, responsible for thorough understanding and implementation of labor law and practices. Efforts at developing a diverse workforce through creative initiatives is also a high priority.



Appendix A: Professional Resumes

Michael W. Falese, page 2

Elgin Fire Department Divisions (established under his administration and directed by Shift Captains):

- > Emergency Medical Services
- > Planning & Accreditation-includes "Standards of Cover"
- > Training and Safety
- > Vehicle maintenance-nearly 40 department vehicles
- > Health and Fitness
- > Emergency Management-sirens, annexes in the Emergency Operations Plan
- > Communications-dispatch, radios, IFERN initiatives
- > Facilities-currently 6 stations, St 7 in 2007, St 8 in 2008, own St 9 property, total plan is 14 stations

Deputy Fire Chief, City of Elgin Fire Department
City of Elgin, IL - May 2000-November 2003

Responsibilities: Command level position with responsibility in various assignments and positions, including operations, personnel training, development, evaluations, and community services. Budgetary and policy making oversight for all programs and assignments. Responsibilities included assignment as the Shift Commander of 36 employees in 5 stations, servicing 100,000 civilians in 35 square miles. Responsibility for emergency scene management and establishing strategic goals and objectives for assigned shift. Responsibilities included efforts to develop a diverse workforce. Also responsible for employee development programs including supervisory leadership and mentoring. Was also responsible for administrative functions of facilities, records management, and EMS operations.

Prior Assignments (in Elgin)

- > Fire Captain (1995-2000): Responsible for administration/supervision of personnel in 3 stations, station budget and work assignments/performance
- > Training Officer (1993-1995): Responsible for training plan and implementation of all department training and safety initiatives. Member of Senior Fire Administration, including policy development and strategic planning. Member of Division II Training Officer Committee, serving terms as Secretary and Vice President
- > Lieutenant (1990-1993): Responsible for supervision of one emergency response crew, emergency scene and other assigned activities

Other professional experience

- > Elgin Fire Department Reorganization
Designed reorganization of Elgin Fire Department hierarchy and staffing positions, including pay grades, working hours/shifts, position eliminations, was responsible to package and sell this to City Manager's Office, City Council, and Labor Union, ensuring quality delivery of emergency services to citizens was not compromised.



Appendix A: Professional Resumes

Michael W. Falese, page 3

- > PAR Group
Served on multiple fire chief job searches and interview panels
- > Emergency Medical Services Director
Served concurrently while Fire Captain, Directed and Chaired multiple teams and EMS committees, including product evaluation, EMS equipment for entire EMS system, Infection control, ambulance specification committee
- > Fire Station Study, Location, Design, and Build
Responsible to lead a team that conducted a 4 year city wide Risk Analysis study, evaluating building risk in over 2000 buildings, adjusting emergency response patterns, projecting alarm volume based on population projections, and making recommendations for fire station location, design and timetable for construction. Directed the entire construction of Fire Station 6 and currently 2 months away from groundbreaking on Fire Station 7 (design has been finalized). Fire Station 8 property has been secured, and major facility functions in Station 8 have already been identified such, as an Emergency Operations Center.
- > Public Education Director
Served concurrently while Lt. Directed the development of programs aimed at reducing fire incidents and fire deaths, delivered press releases and radio broadcasts, aimed at targeted population groups. Conducted studies and prepared data to support delivery of programs . Developed Elementary School Fire Education program that was published by Tri Data Corp., used across the United States.

Special projects/recognition

- > City Project Leadership Team Member, Water Treatment Plant Expansion: Served concurrently while Fire Captain. 4 year assignment as City representative responsible for \$20 million budget and project development and oversight
- > Board of Directors, Elgin City of Elgin Employees Credit Union (2002-present): Provide macro level direction to Credit Union Director in all facets of her position. Assets totaling over \$13 million
- > Kane County Mass Casualty Plan (1996-2003): Original team member responsible for initial development and implementation
- > Advanced LifeSafety Systems (1992-2000): Small business owner, operator, consultant. Developed and instructed emergency response teams in businesses in life safety initiatives, including fire suppression, life safety, and EMS
- > Northern Illinois University MPA Student Faculty Board (2005-present): Serve as representative/liaison between current students and faculty, responsible to identify educational trends, provide input on new faculty, and review analysis of current and proposed curriculum changes or proposals
- > Elgin Fire Department Memorial Service (1994-present): Responsible for original design and implementation, including 15 departments



Appendix A: Professional Resumes

Michael W. Falese, page 4

- > Automatic Aid Agreements: Designed and implemented first agreement in department history, currently directing the design and implementation of three additional agreements.

Instructional experience

Judson College part time faculty member (1992-1995)

Developed new curriculum for EMS response for college camp supervisors

Elgin Regional Fire Academy Instructor (1989-2000)

Served concurrently during Lt., Training Officer, and Captain positions
Designed and taught state based curriculum, strategic planning on Academy, lead/senior instructor in live burn evolutions. Provided strategic direction in entire re-organization of Academy and financial objectives.

Elgin Community College part time faculty member (1990-2000)

Instructed different curriculum in the Fire Science program, including the OSFM Fire Officer 1 classes

Professional qualifications

- > Emergency Medical Technician Paramedic IDPH (1983-present)
- > Fire Officer 3 (OSFM)
- > Chief Fire Officer designation (currently in progress through Commission of Fire Accreditation International)
- > 1500+ hours of fire service related schools, seminars, and professional development
- > National Fire Academy coursework (1988-2000): Hazardous Materials response, Hazardous Materials Command, Public Education, Fire Service Instruction

Professional memberships

- > International Association of Fire Chiefs
- > Illinois Fire Chiefs Association
- > Kane County Fire Chiefs Association (Secretary 2005, Vice President 2006, President 2007)
- > MABAS Division II Fire Chiefs Association

Formal education

Master of Public Administration – 2001
Northern Illinois University, Dekalb, IL

Bachelor of Science /Fire Science Management 1997
Southern Illinois University, Carbondale, IL



Appendix A: Professional Resumes

Michael W. Falese, page 5

Community

- > Little League baseball coach (1996-2005)
- > City of Elgin youth basketball coach (1997-2001)
- > Little League Baseball Board of Directors, President (2001-2005)
- > Provided direction and leadership to 16 member volunteer board, 80 volunteers, 600 players, with a \$100,000 budget



Appendix A: Professional Resumes



140 third street south, stillwater, mn 55082
phone . 651.430.2772, fax . 651.430.2661 www.elert.com

Resume: Roger Olwin Public Safety Consultant

areas of expertise

Intrusion alarm systems, access control, closed circuit television, premise security assessments, criminal justice systems, computer aided dispatch, police and fire records management, corrections management, mobile data systems, radio consoles, communications room designs, and E-911 systems.

significant projects

Blue Earth County Dispatch Center (Blue Earth County, MN)
Description: System upgrades and expansion.
Completed: 2008-Present

Bayfield Emergency Operations Center (Bayfield County, WI)
Description: Combined EOC/Dispatch.
Completed: 2008

Pine County Courthouse Dispatch Center (Pine County, MN)
Description: Combined Courthouse/Dispatch
Completed: 2007

Grand Forks Water Treatment Security (Grand Forks, ND)
Description: Data systems and security/access controls for all city sites.
Completed: 2007

Grand Forks Needs Assessment (Grand Forks, ND)
Description: Radio systems; access control for police and water department; wireless networks/data.
Completed: 2006

Kane County Sheriff's Department (Kane County, IL)
Description: Radio Systems and Consoles
Completed: 2006

City of Casper Dispatch Center (Casper, WY)
Description: Dispatch Center, including 911 evaluation.
Completed: 2006

Kewaunee, Columbia, and Sheboygan Counties (WI)
Description: Interoperability Study
Completed: 2005

Andover Water Treatment Plant (Andover, MN)
Description: Intrusion/security/access control.
Completed: 2003

experience

1998 – Present *Elert & Associates*
• Public Safety Consultant

1968 – 2000 *Edina Police Department (Edina, MN)*
• Police Lieutenant, Support Services

education

*Indiana University Center for Police Training–
(Bloomington, IN)*

Suburban Police Academy– (Richfield, MN)

Military Police Academy– (Fort Gordon, GA)

Dunwoody Industrial Institute– (Minneapolis, MN)

training and certifications

- Access Control and Security
- Radio Communications Systems
- Police Science and Law Enforcement
- Law Enforcement and the Telecommunications Industry

minneapolis / st. paul

austin

chicago

dallas

kansas city

lynchburg

milwaukee

Sec. 945. The assessment and certification division of the department of treasury shall conduct a review of local unit assessment administration practices, procedures, and records, also known as the 14-point review, in at least 1 assessment jurisdiction per county.

REVENUE SHARING

Sec. 950. The funds appropriated in part 1 for constitutional revenue sharing shall be distributed by the department to cities, villages, and townships, as required under section 10 of article IX of the state constitution of 1963. Revenue collected in accordance with section 10 of article IX of the state constitution of 1963 in excess of the amount appropriated in part 1 for constitutional revenue sharing is appropriated for distribution to cities, villages, and townships, on a population basis as required under section 10 of article IX of the state constitution of 1963.

Sec. 951. (1) From the funds appropriated in part 1 and in section 1201(2) to the economic vitality incentive program, \$5,000,000.00 is to be used for assistance grants to cities, villages, townships, and counties to offset the costs associated with mergers, interlocal agreements, and cooperative efforts for those cities, villages, townships, and counties that elect to combine government operations. Grant funding shall be available for mergers, interlocal agreements, and cooperative efforts that occur on or after October 1, 2011. The department of treasury shall develop an application process and method of grant distribution.

(2) From the funds appropriated in part 1 and in section 1201(2) to the economic vitality incentive program, \$210,000,000.00 is to be used for grants to cities, villages, and townships such that, subject to fulfilling the requirements under subsection (3)(a), (b), or (c), each city, village, or township that received a payment under section 950(2), 2009 PA 128, greater than \$4,500.00 will be eligible to receive a maximum of 67.837363% of its total payment received under section 950(2), 2009 PA 128, rounded to the nearest dollar. For the purposes of this subsection, any city or village that according to the 2010 federal decennial census is determined to have population in more than 1 county will be treated as a single entity when determining the payment received under section 950(2), 2009 PA 128.

(3) Cities, villages, and townships eligible to receive a potential payment from the allocation under subsection (2) may qualify to receive economic vitality incentive program payments under 1 or more of the following 3 categories:

(a) Category 1, accountability and transparency, requires each eligible city, village, or township to certify that by October 1, 2011, it has produced, and has made readily available to the public, a citizen's guide and a performance dashboard of its local finances, including a recognition of its unfunded liabilities. Each city, village, and township applying for a payment under this category shall submit a copy of the citizen's guide and a copy of the performance dashboard to the department of treasury by October 1, 2011.

(b) Category 2, consolidation of services, requires each eligible city, village, or township to certify that by January 1, 2012, it has a plan with 1 or more proposals to increase its existing level of cooperation, collaboration, and consolidation, either within the jurisdiction or with other jurisdictions. A plan shall include a listing of any previous services consolidated with the cost savings realized from each consolidation and an estimate of the potential savings for any new service consolidations being planned. A plan shall be made readily available to the public. Each city, village, and township applying for a payment under this subdivision shall submit a copy of the cooperation, collaboration, and consolidation plan to the department of treasury by January 1, 2012.

(c) Category 3, employee compensation, requires each eligible city, village, or township to certify that by May 1, 2012, it has developed and publicized an employee compensation plan that the city, village, or township intends to implement with any new, modified, or extended contract or employment agreements for employees not covered under contract or employment agreement. The employee compensation plan that each city, village, or township plans to achieve shall be made available for public viewing in the city, village, or township clerk's office or posted on a publicly accessible Internet site and must be submitted to the department of treasury by May 1, 2012. At a minimum, the employee compensation plan shall include the following:

(i) New hires who are eligible for retirement plans are placed on retirement plans that cap annual employer contributions at 10% of base salary for employees who are eligible for social security benefits. For employees who are not eligible for social security benefits, the annual employer contribution is capped at 16.2% of base salary.

(ii) For defined benefit pension plans, a maximum multiplier of 1.5% for all employees who are eligible for social security benefits, except, where postemployment health care is not provided, the maximum multiplier shall be 2.25%. For all employees who are not eligible for social security benefits, a maximum multiplier of 2.25%, except, where postemployment health care is not provided, the maximum multiplier shall be 3.0%.

(iii) For defined benefit pension plans, final average compensation for all employees is calculated using a minimum of 3 years of compensation and shall not include more than a total of 240 hours of paid leave. Overtime hours shall not be used in computing the final average compensation for an employee.

(iv) Health care premium costs for new hires shall include a minimum employee share of 20%; or, an employer's share of the local health care plan costs shall be cost competitive with the new state preferred provider organization health plan, on a per-employee basis.

(4) Economic vitality incentive program payments are subject to the following conditions:

(a) In order for a city, village, or township to qualify for a category under subsection (3)(a), (b), or (c), the city, village, or township shall meet every criteria for that category including a certification to the department that it has met the required criteria for that category and submission of the required citizen's guide and performance dashboard; cooperation, collaboration, and consolidation plan; or the employee compensation plan as required by subsection (3)(a), (b), or (c), respectively. A department of treasury review of the citizen's guide, dashboard, or plan is not required in order for a city, village, or township to receive a payment under subsection (2). The department shall develop a certification process and method for cities, villages, and townships to follow.

(b) For each category that a city, village, or township qualifies for in subsection (3), the city, village, or township shall receive 1/3 of its potential economic vitality incentive program payment amount calculated in subsection (2).

(c) Payments under this section shall be issued to cities, villages, and townships for each category in subsection (3) until the specified due date for the category. After the specified due date for the category, payments shall be made to a city, village, or township only if that city, village, or township has complied with subdivision (a).

(d) If a city, village, or township does not provide the required certification or fails to submit the required citizen's guide and performance dashboard; cooperation, collaboration, and consolidation plan; and the employee compensation plan by the first day of a payment month, the city, village, or township shall forfeit the payment in that payment month for the uncertified category in subsection (3).

(e) Any local unit that falsifies certification documents shall forfeit any future economic vitality incentive program payments and shall repay this state all economic vitality incentive program payments it has received.

(f) Payments under this section shall be distributed on the last business day of October, December, February, April, June, and August.

(g) Payments distributed under this section may be withheld pursuant to sections 17a and 21 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.917a and 141.921.

(5) The unexpended funds appropriated in this section for the economic vitality incentive program are designated as work project appropriations and any unencumbered or unallotted funds shall not lapse at the end of the fiscal year and shall continue to be available for expenditure for projects under subsection (1) until the projects have been completed. The following is in compliance with section 451a of the management and budget act, 1984 PA 431, MCL 18.1451a:

(a) The purpose of the projects is to provide incentive-based grants to recipients under subsection (1).

(b) The projects will be accomplished by grants to qualified governmental units.

(c) The total estimated cost of all projects is \$215,000,000.00.

(d) The tentative completion date is September 30, 2016.

Sec. 955. (1) The funds appropriated in part 1 and section 1201(2) for county revenue sharing shall be distributed by the department to eligible counties pursuant to the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.901 to 141.921.

(2) The department of treasury shall annually certify to the state budget director the amount each county is authorized to expend from its revenue sharing reserve fund.


LOTTERY

Sec. 960. In addition to the funds appropriated in part 1 to the bureau of state lottery, there is appropriated from lottery revenues the amount necessary for, and directly related to, implementing and operating lottery games. Appropriations under this section shall only be expended for contractually mandated payments for vendor commissions, contractually mandated payments for instant tickets intended for resale, the contractual costs of providing and maintaining the online system communications network, and incentive and bonus payments to lottery retailers.

Sec. 963. The bureau of state lottery shall inform all lottery retailers that the cash side of department of human services bridge cards cannot be used to purchase lottery tickets.

Bill to Require Local Road Agencies to Adopt Several Best Practices Scheduled for Committee Hearing

Wednesday

February 2, 2012 16:19 by  Jason Mancini

LANSING, Michigan - A bill to require local road agencies to annually certify that they are in compliance with several "best practices" as a condition of receiving future funding is scheduled for a House Transportation Committee hearing on Wednesday February 8 at 12pm. HB 5302 would require that beginning September 30, 2014, each local road agency must annually certify to MDOT that it satisfies all of the following:

- Must be in compliance with PA 152, the public funded health insurance act of 2011.
- Provide defined contribution plans for new employees.
- Have adopted and are acting under a road safety plan designed to ensure uniform high safety standards on all roads that requires local road agencies to do the following:
 - Tabulate the location and causation of traffic accidents.
 - Review warrants and traffic control orders for all traffic control devices erected on its roads at least every 7 years and remove all unwarranted devices.
 - Review and adjust the timing of signal devices on its roads to reflect traffic volumes and actual operating speeds at least every 5 years.
 - Conduct a multidisciplinary road safety audit of each project over \$1,000,000 and of each high accident location.
 - Employ or contract for the services of a licensed traffic engineer.

According to the bill, if the local road agency does not certify to the conditions above, MDOT is to withhold funding for the period of noncompliance. Additionally the bill requires each local road agency to develop and implement an accountability dashboard.

The League has some serious concerns about this bill and will be testifying on the bill. Please contact Jason Mancini in the Lansing office if you would like to testify or would like to submit testimony on HB 5302.

Jason Mancini works for the Michigan Municipal League handling transportation issues. He can be reached at 517-908-0303 or by email at jmancini@mml.org.

CITY OF SWARTZ CREEK
**SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
ZONING BOARD OF APPEALS
2011 ANNUAL REPORT**

To: The Honorable Richard Abrams & Swartz Creek City Council
From: The Swartz Creek Planning Commission
Subject: 2011 Annual Report

Greetings,

Introduction

In addition to the Planning Commission minutes that are delivered monthly to the City Council, the following is a summary report of the activities of the Planning Commission and Zoning Board of Appeals for the calendar year of 2011. This report is not to be confused with the monthly building report. Rather, this document is intended to summarize the general status and open-meeting decisions made by the Planning Commission (PC) and Zoning Board of Appeals (ZBA).

Summary Findings

The PC and ZBA are still functioning very well, albeit infrequently. Attendance and participation remain high, and all plans, procedures, and policies are up to date. 2011 may have observed the least amount of activity in city history. As in the previous year, resources for training and travel of the boardmembers and commissioners are noticeably strained.

The Planning Commission met five times in 2011, primarily to deliberate on the medical marijuana. The ZBA met only once for officer selection.

Concerning membership, both boards have retained their existing membership through reappointments. Attendance with the Planning Commission is more than adequate. Current boardmembers appear to be active and take a strong interest in their respective fields.

Facts & Figures on Projects

Below is an exhaustive list of projects that were reviewed by the Planning Commission and Zoning Board of Appeals.

Project	Type	Review	Location	Size/Units	Value	Month	Approval	Status
Marijuana Ordinance	PC, Ordinance	Statute	N/A	N/A	N/A	April	Yes	Completed, Subject to case law
Swartz Creek Organics	PC, Commercial	Special Land Use	9041 Miller Rd. Suite 2	1 unit	N/A	September	No	Withdrawn

Boardmembers & Commissioners

Below is the current list of the PC and ZBA membership.

PLANNING COMMISSION	
Robert Florine	5914 Cross Creek
James Florence	4296 Springbrook
Kathy Ridley	3414 Elms
Carl Conner	4061 Elms
Douglas Stephens, Chairperson	5250 Birchcrest
Bud Grimes	5171 Oakview Drive
C. David Hurt, Vice Chairperson	9214 Chesterfield
Paul Bueche, Secretary	8083 Civic Dr
Richard Abrams	5352 Greenleaf Dr

ZONING BOARD OF APPEALS	
Douglas Stephens	5250 Birchcrest
Ronald Smith, Secretary	9194 Chesterfield
Curt Porath Council Rep	4485 Frederick St.
Ronald Schultz, Chairperson	4279 Springbrook
James Packer, Vice Chairperson	7216 Miller Rd.
Bradley Stiff (Alternate)	9040 Chesterfield Dr.
John Gilbert (Alternate)	7459 Miller Rd.

Conclusions - Looking Forward

Though 2011 was incredibly slow, there is a lot going on in Swartz Creek at the moment. The Family Farm & Home business was recently finished and has created new buildable out lots at the intersection of Miller and Elms. This intersection will also likely observe the redevelopment of the Marathon station in 2012. Proposals are currently being reviewed by the city council.

Furthermore, the Meijer store was just approved in January of this year. The expectation is that the store construction will start this spring and will likely result in additional commercial activity on that corridor. Though not a review item for the planning commission, the school is also seeking to begin construction on their \$14 million performing arts center this year. For a small community, this is a lot of activity.

Housing is still terrible with no signs of a sustained recovery. However, given the above investment it appears that activity in Swartz Creek is very positive and above average for the region. This is likely to continue. The results of this investment should contribute to the general tax base and the resources of the Downtown Development Authority.

Please contact me directly if you have any comments or inquiries on the matter.

Sincerely,



Adam H. Zettel, AICP
Zoning Administrator
City of Swartz Creek
azettel@cityofswartzcreek.org

CITY OF SWARTZ CREEK

PLANNING COMMISSION



MEETING OF FEBRUARY 7, 2012

7PM IN THE SWARTZ CREEK
CITY COUNCIL CHAMBERS

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
RESOLUTIONS
THURSDAY, FEBRUARY 07, 2012
7:00 P.M.

RESOLUTION NO. 120207-__

(CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER _____, THE SWARTZ CREEK PLANNING COMMISSION APPROVES THE AGENDA FOR THE FEBRUARY 7, 2012 PLANNING COMMISSION MEETING.

YES: _____.

NO: _____. MOTION DECLARED CARRIED/DENIED.

RESOLUTION NO. 120207-__

(CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER _____, THE SWARTZ CREEK PLANNING COMMISSION APPROVES THE MINUTES FOR THE JANUARY 10, 2012 PLANNING COMMISSION MEETING.

YES: _____.

NO: _____. MOTION DECLARED CARRIED/DENIED.

RESOLUTION NO. 120207-__

(CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER _____, THE SWARTZ CREEK PLANNING COMMISSION SELECTS COMMISSIONER _____ TO SERVE AS THE PLANNING COMMISSION CHAIRPERSON FOR A TWELVE MONTH PERIOD COMMENCING IMMEDIATELY AND ENDING AT THE NEXT ANNUAL MEETING OR AS STATED IN THE BYLAWS.

YES: _____.

NO: _____. MOTION DECLARED CARRIED/DENIED.

RESOLUTION NO. 120207-__

(CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER _____, THE SWARTZ CREEK PLANNING COMMISSION SELECTS COMMISSIONER _____ TO SERVE AS THE PLANNING COMMISSION VICE-CHAIRPERSON FOR A TWELVE MONTH PERIOD COMMENCING IMMEDIATELY AND ENDING AT THE NEXT ANNUAL MEETING OR AS STATED IN THE BYLAWS.

YES: _____.
NO: _____. MOTION DECLARED CARRIED/DENIED.

RESOLUTION NO. 120207-__ (CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER_____, THE SWARTZ CREEK PLANNING COMMISSION SELECTS COMMISSIONER_____ TO SERVE AS THE PLANNING COMMISSION SECRETARY FOR A TWELVE MONTH PERIOD COMMENCING IMMEDIATELY AND ENDING AT THE NEXT ANNUAL MEETING OR AS STATED IN THE BYLAWS.

YES: _____.
NO: _____. MOTION DECLARED CARRIED/DENIED.

RESOLUTION NO. 120207-__ (CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER_____, THE SWARTZ CREEK PLANNING COMMISSION HEREBY APPROVES THE 2011 ANNUAL REPORT AND DIRECTS STAFF TO SUBMIT THE REPORT TO THE CITY COUNCIL.

YES: _____.
NO: _____. MOTION DECLARED CARRIED/DENIED.

RESOLUTION NO. 120207-__ (CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER _____, THE SWARTZ CREEK PLANNING COMMISSION ADJOURNS THE FEBRUARY 07, 2012 PLANNING COMMISSION MEETING.

YES: _____.
NO: _____. MOTION DECLARED CARRIED/DENIED.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING
January 10, 2012**

Meeting called to order at 7:04 p.m. by Commissioner Stephens.

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Abrams, Bueche, Conner, Florence, Florine, Grimes, Hurt, Stephens.

Commissioners absent: Ridley.

Staff present: Adam Zettel, Zoning Administrator.

Others present: Lee Vandermuelen, Richard Mattson

APPROVAL OF AGENDA:

Resolution No. 120110-01

(Carried)

Motion by Commissioner Florine support by Commissioner Florence, the Swartz Creek Planning Commission approves the agenda for the January 10, 2012 Planning Commission meeting.

Unanimous voice vote.

Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 110906-02

(Carried)

Motion by Commissioner Florence support by Commissioner Hurt the Swartz Creek Planning Commission approves the minutes for the September 6, 2011 Planning Commission meeting.

Discussion Ensued.

Unanimous voice vote.

Motion declared carried.

MEETING OPENED TO THE PUBLIC:

None.

NEW BUSINESS:

Motion by Commissioner Conner support by Commissioner Grimes

Resolution No. 120110-03

(Carried)

WHEREAS, THE CITY OF SWARTZ CREEK PLANNING COMMISSION HAS REVIEWED AND APPROVED A PLANNED UNIT DEVELOPMENT SITE PLAN, WITH SPECIAL LAND USES FOR MEIJER AND,

WHEREAS, THE PLANNED UNIT DEVELOPMENT SATISFIES THE ELIGIBILITY CRITERIA OF SECTION 11.01 OF THE CITY OF SWARTZ CREEK ZONING ORDINANCE; AND,

WHEREAS, THE APPLICANT PUT FORTH AN EXTENDED TIMELINE FOR COMPLETION OF THE PROJECT, INCLUDING POSSIBLE REVISIONS PRIOR TO COMMENCEMENT; AND,

WHEREAS, THE APPLICANT HAS COMMENCED AND FINISHED SITE WORK FOR THE PROJECT BEFORE EXPIRATION OF THE TIMELINE AS OUTLINED IN THE EXISTING DEVELOPMENT AGREEMENT, INCLUDING OVER \$1 MILLION DOLLARS TOWARDS ROAD IMPROVEMENTS AND THE ONSITE DRAINAGE DETENTION AREAS; AND,

WHEREAS, THE EXISTING SITE PLAN AND ALL SPECIAL LAND USES REMAIN VALID AND VESTED FOR THE APPLICANT; AND,

WHEREAS, THE APPLICANT IS PROPOSING A SITE PLAN AMENDMENT THAT INCLUDES AN INCREASE IN THE SIZE OF THE PRIMARY STRUCTURE, WITH RELATED CHANGES TO PARKING, TRAFFIC CIRCULATION, LIGHTING, LANDSCAPING, AND SIGNAGE; AND,

NOW, THEREFORE, THE SWARTZ CREEK CITY PLANNING COMMISSION RECOMMENDS APPROVAL OF THE SITE PLAN AMENDMENT FOR A RESIZING AND LAYOUT ALTERNATION OF THE MEIJER STORE TO BE CONSTRUCTED AT, 4013 MORRISH ROAD, TAX ID No. 58-36-100-001, APPLICANT MICHAEL KINSTLE (MEIJER INC.), AS ILLUSTRATED IN THE SITE PLAN DATED

DECEMBER 15, 2011, SUBJECT TO THE FOLLOWING CONDITIONS
AND STIPULATIONS:

YES: Abrams, Bueche, Conner, Florence, Florine, Grimes, Hurt,
Stephens.
NO: None.

Motion declared carried.

MEETING OPENED TO THE PUBLIC:

Richard Mattson stated that the town's stigma as a cow farm should change.

REMARKS BY PLANNING COMMISSION MEMBERS:

Commissioner Conner apologized for being late. Mr. Conner stated that he is glad Family Farm & Home got the letter.

Commissioner Bueche detailed the Family Farm & Home letter and spoke about the Marathon review.

ADJOURNMENT:

Resolution No. 120110-04

(Carried)

The Swartz Creek Planning Commission adjourns the January 10, 2012
Planning Commission meeting.

Unanimous voice vote.

Motion declared carried.

Meeting adjourned at 7:49 p.m.

Paul Bueche,
Secretary



Adam Zettel, AICP

Zoning Administrator

azettel@cityofswartzcreek.org

Date: February 1, 2012

To: Planning Commissioners
From: Adam Zettel, AICP
RE: February 7, 2012 Planning Commission Meeting

Hello everyone,

We will be meeting at (7:00 pm) on February 7, 2012, in the city council chambers to hold the planning commission annual meeting. Basically, we just need a few minutes of everyone's time to select officers for the next year and to review and approve the annual planning commission report.

In other news, it looks like Meijer is still moving along nicely with the intention of starting their project this spring. At this time, there is not any other activity proposed for this or other areas that is more than rumor. However, there should be some more information on the Marathon redevelopment coming up in the next month or so. Stay tuned.

Also, it looks like Family Farm and Home is attempting to take care of some of there issues. If nothing else, I fielded a call from one of their contractors that is planning to redo the site lighting. I do not have anything else to report at this time.

If you have any comments, questions, or concerns call my cell at 810.287.2147 or the office. Take care everyone!

Sincerely,

Adam H. Zettel, AICP
Zoning Administrator
City of Swartz Creek
azettel@cityofswartzcreek.org

CITY OF SWARTZ CREEK
**SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
ZONING BOARD OF APPEALS
2011 ANNUAL REPORT**

To: The Honorable Richard Abrams & Swartz Creek City Council
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Please contact me directly if you have any comments or inquiries on the matter.

Sincerely,



Adam H. Zettel, AICP
Zoning Administrator
City of Swartz Creek
azettel@cityofswartzcreek.org

CITY OF SWARTZ CREEK

DOWNTOWN DEVELOPMENT AUTHORITY



MEETING OF FEBRUARY 7, 2012
6 PM IN THE SWARTZ CREEK CITY COUNCIL
CHAMBERS

SWARTZ CREEK DDA

AGENDA

**Downtown Development Authority, Thursday February 9, 2012, 6:00 P.M.
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473**

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

4. APPROVE AGENDA:

4A. Proposed or Amended Agenda, February 09, 2011

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, November 10, 2011

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. November 10, 2011 Minutes

6C. DDA February Meeting Letter

6D. Revenue/Expense Report

Page No:

[02](#)

[03-05](#)

[06](#)

[07-08](#)

7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Budget/Future funding

[Discussion](#)

9. MEETING OPENED TO THE PUBLIC:

9A. General Public Comments

10. REMARKS BY MEMBERS:

11. ADJOURNMENT:

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTIONS
THURSDAY, FEBRUARY 09, 2011
6:00 P.M.

Resolution No. 120209-__

(Carried/Denied)

Motion by Boardmember _____, support by Boardmember _____,
the Swartz Creek DDA approves the agenda for the February 09, 2011 DDA
meeting.

YES: _____.

NO: _____. Motion declared carried/denied.

Resolution No. 120209-__

(Carried/Denied)

Motion by Boardmember _____, support by Boardmember _____,
the Swartz Creek DDA approves the minutes for the November 10, 2011 DDA
meeting.

YES: _____.

NO: _____. Motion declared carried/denied.

Resolution No. 120209-__

(Carried/Denied)

Motion by Boardmember _____, support by Boardmember _____,
the Swartz Creek DDA adjourns the February 09, 2011 DDA meeting.

YES: _____.

NO: _____. Motion declared carried/denied.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY
DATE 11/10/11**

The Regular Meeting was called to order at 6:08, upon the arrival of a quorum, by Boardmember Nemer in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Board Members Present: Bueche, Hull, Mardlin, Spence, Nemer, Raffaelli, Gardner.

Board Members Absent: Abrams, Eckerdt .

Staff Present: Adam Zettel, Tom Svrcek.

Others Present: Brent Smith.

APPROVAL OF AGENDA:

Resolution No. 111011-01 **(Carried)**

Motion by Boardmember Raffaelli
Second by Boardmember Spence

The Swartz Creek City Downtown Development Authority approves the agenda of the November 10, 2011 DDA Meeting.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 111011-02 **(Carried)**

Motion by Boardmember Raffaelli
Second by Boardmember Mardlin

The Swartz Creek City Downtown Development Authority approves the minutes for the October 13, 2011 meeting.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

MEETING OPEN TO THE PUBLIC:

No Public Comment.

BUSINESS:

Christmas Parade

Mr. Zettel gave a brief update on the status of the Christmas Parade. Mr. Zettel stated that the Women's Club is good to go on the luminaries, although they would like to steer away from the candles in the milk jugs and go with some sort of LED battery powered devices. Ms. Raffaelli suggested that luminary bags be used instead of milk jugs. Mr. Nemer suggested ordering two orders of lights and the luminary bags.

Resolution No. 111011-03

(Carried)

Motion by Boardmember Bueche
Second by Boardmember Spence

The Swartz Creek Downtown Development Authority allocates a number not to exceed \$700 towards the annual Fire Department Christmas parade decorations and awards; to include two \$50 prizes for a commercial and a residential decorations; and in addition, the purchase of materials for the lighted sidewalk campaign, inclusive of but not limited to candles for Fortino Drive.

YES: Unanimous Voice Vote.
NO: None. Motion Declared Carried.

There was discussion about talking to local businesses about donating items for raffle prizes.

It was discussed that the luminary bags would be placed on Fortino Drive to Morrish Road, including Civic Drive.

The parade route is from the High School down Miller Road to Morrish Road, then down Fortino Drive to the Fire Hall. The Women's Club will be judging the Christmas decorating contest. Tom Svrcek advised that two members from the Park Board will judge the residential decorations.

Hot chocolate will be donated by Theresa Spence. Steve Mardlin will donate the use of the tent.

Ms. Raffaelli spoke about how many businesses will remain open on the night of the parade.

MEETING OPEN TO PUBLIC:

No public comment.

CITY OF SWARTZ CREEK, MICHIGAN
MINUTES OF DOWNTOWN DEVELOPMENT AUTHORITY – November 10, 2011

REMARKS BY BOARD MEMBERS:

Nothing special.

ADJOURNMENT:

Resolution No. 111011-04

(Carried)

The Swartz Creek Downtown Development Authority unanimously declared the meeting adjourned at 6:50 p.m.

Mark Nemer
Chairman

Paul D. Bueche
Secretary



SWARTZ CREEK DDA
SWARTZ CREEK CITY OFFICES
8083 CIVIC DR.
SWARTZ CREEK, MI 48473

PHONE: 810-635-4464
FAX: 810-635-2887

Date: February 1, 2012

To: DDA Board Members
From: Adam Zettel
RE: February 9, 2012 DDA Board Meeting

Hello everyone,

There will be a DDA meeting Thursday, February 9, 2012 to go over this year's budget and the future of DDA finances. If you haven't heard yet, Meijer is planning to break ground in the spring! This is fantastic news for the DDA! While the store will not have an impact on taxes this summer or the coming winter, starting in July of 2013 there should be the beginnings of some healthy cash flows. I will not speculate too much on the amount at this point, but it should be enough to start up business as usual (probably \$50,000 a year or more of revenue, perhaps as much as \$80,000).

As such, the DDA should not feel the need to sit on its cash reserves anymore. These reserves are over \$40,000 at the moment. I have attached the current revenue and expense report which I will go over at the meeting. This will be a starting point for budgeting this year, as well as discussing future plans for the coming tax revenues.

Like I said, this is good stuff. The DDA has no debt and no obligations except for the traditional administration cost of \$5,000. With Meijer and, cross your fingers, other commercial development, big doors could be opened up. Anyway, we will speak more about this at the meeting.

Also, if you have any follow up items from the x-mas season or anything else to discuss, let Mark or myself know. I will see you this Thursday.

Sincerely,

A handwritten signature in blue ink that reads "Adam Zettel".

Adam Zettel, AICP
Zoning Administrator
(810)-287-2147
azettel@cityofswartzcreek.org

PERIOD ENDING 06/30/2012

GL NUMBER	DESCRIPTION	2011-12	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2012 (NORMAL (ABNORMAL))	MONTH 06/30/2012 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - Downtown Development Fund						
Revenues						
Dept 000.000-General						
248-000.000-402.000	Current Tax Revenue	0.00	0.00	0.00	0.00	0.00
248-000.000-412.000	Delinquent Tax Revenue	55.00	0.00	0.00	55.00	0.00
248-000.000-664.000	Interest Income	0.00	74.50	0.00	(74.50)	100.00
Total Dept 000.000-General		55.00	74.50	0.00	(19.50)	135.45
Dept 173.000-DDA Administration						
248-173.000-677.000	Reimbursements	0.00	0.00	0.00	0.00	0.00
Total Dept 173.000-DDA Administration		0.00	0.00	0.00	0.00	0.00
Dept 728.002-Streetscape						
248-728.002-597.000	Grants from Private Entities	0.00	0.00	0.00	0.00	0.00
248-728.002-677.000	Reimbursements	0.00	0.00	0.00	0.00	0.00
Total Dept 728.002-Streetscape		0.00	0.00	0.00	0.00	0.00
Dept 728.004-Family Movie Night						
248-728.004-597.000	Grants from Private Entities	0.00	0.00	0.00	0.00	0.00
Total Dept 728.004-Family Movie Night		0.00	0.00	0.00	0.00	0.00
Dept 931.000-Transfers IN						
248-931.000-699.101	Transfer In from Genl Fund	0.00	0.00	0.00	0.00	0.00
Total Dept 931.000-Transfers IN		0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		55.00	74.50	0.00	(19.50)	135.45
Expenditures						
Dept 173.000-DDA Administration						
248-173.000-726.000	Supplies	250.00	520.26	0.00	(270.26)	208.10
248-173.000-745.000	Postage	75.00	26.16	0.00	48.84	34.88
248-173.000-801.000	Contractual Services	100.00	0.00	0.00	100.00	0.00
248-173.000-805.000	Bank Fees	100.00	0.00	0.00	100.00	0.00
248-173.000-825.000	Admin Services	2,500.00	0.00	0.00	2,500.00	0.00
248-173.000-900.000	Printing and Publishing	100.00	0.00	0.00	100.00	0.00
248-173.000-960.000	Education and Training	250.00	0.00	0.00	250.00	0.00
248-173.000-961.000	Miscellaneous	250.00	0.00	0.00	250.00	0.00
Total Dept 173.000-DDA Administration		3,625.00	546.42	0.00	3,078.58	15.07
Dept 726.000-DDA Start Up						
248-726.000-801.000	Contractual Services	0.00	0.00	0.00	0.00	0.00
Total Dept 726.000-DDA Start Up		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 06/30/2012

GL NUMBER	DESCRIPTION	2011-12	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	06/30/2012 (NORMAL (ABNORMAL))	MONTH 06/30/2012 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - Downtown Development Fund						
Expenditures						
Dept 728.000-Economic Development						
248-728.000-801.000	Contractual Services	0.00	0.00	0.00	0.00	0.00
248-728.000-961.000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
Total Dept 728.000-Economic Development		0.00	0.00	0.00	0.00	0.00
Dept 728.002-Streetscape						
248-728.002-726.000	Supplies	0.00	0.00	0.00	0.00	0.00
248-728.002-801.000	Contractual Services	0.00	0.00	0.00	0.00	0.00
Total Dept 728.002-Streetscape		0.00	0.00	0.00	0.00	0.00
Dept 728.003-Facade Program						
248-728.003-726.000	Supplies	0.00	0.00	0.00	0.00	0.00
248-728.003-801.000	Contractual Services	0.00	0.00	0.00	0.00	0.00
Total Dept 728.003-Facade Program		0.00	0.00	0.00	0.00	0.00
Dept 728.004-Family Movie Night						
248-728.004-726.000	Supplies	2,000.00	0.00	0.00	2,000.00	0.00
248-728.004-801.000	Contractual Services	1,000.00	1,284.00	0.00	(284.00)	128.40
248-728.004-900.000	Printing and Publishing	400.00	0.00	0.00	400.00	0.00
Total Dept 728.004-Family Movie Night		3,400.00	1,284.00	0.00	2,116.00	37.76
Dept 965.000-Transfers Out						
248-965.000-998.101	Transfer Out to Gen Fd	0.00	0.00	0.00	0.00	0.00
Total Dept 965.000-Transfers Out		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		7,025.00	1,830.42	0.00	5,194.58	26.06
Fund 248:						
TOTAL REVENUES		55.00	74.50	0.00	(19.50)	135.45
TOTAL EXPENDITURES		7,025.00	1,830.42	0.00	5,194.58	26.06
NET OF REVENUES & EXPENDITURES		(6,970.00)	(1,755.92)	0.00	(5,214.08)	25.19

SUPERVISOR
DAVID L. GUIGEAR

CLERK
TONYA KETZLER

TREASURER
JOE OSKEY



3478 MUNDY AVENUE
SWARTZ CREEK, MICHIGAN 48473-8836
TELEPHONE 810/655-4631 • FAX 810/655-6621 • www.mundytwp-mi.gov

TRUSTEES

MARK B. FROST
BETTY I. HARRISON
BILL MOREY
DENNIS B. OWENS

February 8, 2012

George Martini, Controller
Genesee County
1102 Beach Street
Flint, MI 48502

RE: Genesee County Auto-Theft Investigation Network Financials

Mr. Martini,

I am writing to you as a follow-up to the meeting of the Genesee County Auto-Theft Investigation Network (GAIN) Board of Directors which took place on January 30, 2012. If you recall your presentation at the meeting regarding the funding of the GAIN Unit prompted many questions among the members who attended. The intent of this letter is to document as best as possible the information requested from your office by the members of the Board.

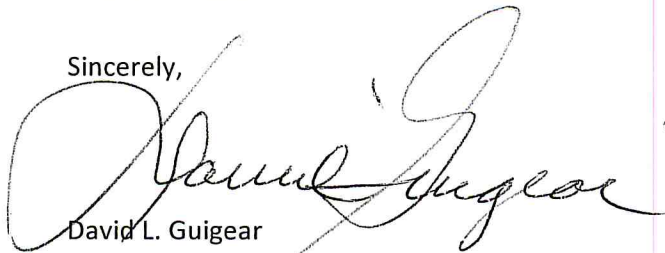
There is some confusion in regards to which municipalities were members and what years they actually paid dues to be members. The information had been handled by your office and we would request the year to year membership be documented back to the beginning of the grant year 2008-2009. We would also request a breakdown of the dues, inspection revenue, and what the forfeiture numbers were for the same outlined time frame listed above.

When we review the document you distributed at the meeting, forfeiture money was not reflected in your paperwork. We need the information on how much was accrued in each year and who authorized expenditures from the forfeiture monies.

I am aware that A.T.P.A. conducts an audit on every participating agency on an annual basis which includes your records and no mention of errors was discovered. When an Auditing firm reviews the numbers it is usually an independent firm who looks at the figures to avoid the appearance of impropriety and I would encourage you to consider that option.

If you or your office should have any questions please feel free to contact me at the Charter Township of Mundy Offices.

Sincerely,

A handwritten signature in black ink, appearing to read "David L. Guigear". The signature is written in a cursive style with a large, looping initial "D".

David L. Guigear
Gain Chairperson

CC: Gain Participants
Sheriff Pickell



GAIN
AUTO THEFT UNIT
Office of Genesee County Sheriff
3476 Mundy Avenue Swartz Creek, MI 48473-8810
810-655-8185 810-655-8352 FAX: 810-655-8058

AGENDA

GAIN AUTO THEFT BOARD MEETING

January 30, 2012

2:00 pm

Old Business:

Review/Approve Minutes of November 7, 2011

New Business:

- 1. Year to Date Stats**
- 2. Discuss Wording in By-Laws**
- 3. Appoint GAIN Director**
- 4. Discuss Forfeiture Account**



GAIN
AUTO THEFT UNIT
Office of Genesee County Sheriff
3476 Mundy Avenue Swartz Creek, MI 48473-8810
810-655-8185 810-655-8352 FAX: 810-655-8058

GENESEE COUNTY
AUTO-THEFT INVESTIGATION NETWORK

Meeting November 7, 2011

Meeting was called to order at 2:00 pm by Supervisor Dave Guigear.

The Pledge of Allegiance to the Flag was made by all.

Executive Board Members Present: David Guigear, Cathy Lane, Dick Abrams

Executive Board Members Absent: None

Motion by Chief Soloman, Second by Chief Petres to approve the minutes of July 25, 2011 as presented.

Voice Vote: Aye - Unanimous Opposed – None Motion approved

New Business:

Lt. Nuckolls went over the GAIN stats for 2010 to 2011. Supervisor Guigear asked how these stats compared to the last three years. Lt. Nuckolls reviewed the last three years stats and stated we are right on track.

Open Discussion:

Chief Petres stated there were concerns regarding the forfeiture money and asked if there was any new information regarding this. Lt. Nuckolls stated that we are waiting for hard answers and will get back to this board as soon as possible.

There was discussion regarding the Directors position and possibly changing the By-Laws. Supervisor Guigear stated he would like to have discussion regarding appointing the new Director at the January meeting. When the agendas are sent out it will be noted that this is a very important meeting and all members should attend.

There was discussion regarding the Sheriff's Posse working out of the GAIN Office. Lt. Nuckolls explained that Captain Green wanted the Posse back downtown and they have moved out of the GAIN Office.

Motion by Chief Sippert, Second by Chief Soloman to adjourn the meeting.

Voice Vote: Aye - Unanimous Opposed – None Motion approved

The meeting was adjourned at 2:27 p.m.

**MUTUAL AID AGREEMENT TO PARTICIPATE IN
GENESEE COUNTY AUTO THEFT CONTROL COUNCIL**

THIS MUTUAL AID AGREEMENT is entered into for the express purpose of mutually cooperating with other governmental units within Genesee County, Michigan, to provide for a Genesee County Auto Theft Control Council which shall be an informal cooperative organization which will allow a unified and intensive task force approach by Police agencies to auto theft law enforcement problems which transcend individual governmental boundaries, and to enhance the public safety, health and welfare of the people of those participating local Units of government.

Upon execution of this Agreement by two (2) or more of the governmental Units within Genesee County, there shall be established an organization to be known as "The Genesee County Auto Theft Control Council", hereinafter referred to as GCATCC. The following numbered paragraphs shall establish the principals and operations of the GCATCC cooperative effort and shall not be amended or changed except as provided hereinafter.

1. **MEMBERSHIP:**

Membership in GCATCC shall be open to all governmental units. A governmental unit shall become a member upon its authorized execution of a copy of this Agreement.

2. **BOARD OF DIRECTORS:**

The fiscal administration and policy planning of the GCATCC shall be by a Board of Directors. The size of the Board of Directors shall be one (1) elected official from each participating unit of government, one (1) member representing the small cities, to be chosen by the small cities Association, one (1) member representing the townships, to be chosen by the Genesee County Chapter of the Michigan Townships Association, and the Chairperson of Genesee County Representing the County Board of Commissioners.

The participating unit of government may appoint an alternative to serve when its designated official is unable to attend a meeting. Each member of the Board of Directors shall be entitled to equal voice in the operations of the Board.

A quorum shall be simple majority of the members present. Members shall serve without recompense and shall select from their own membership a Chairperson, Vice-Chairperson and Secretary.

Genesee Auto Theft Investigational Network
GAIN / Intelligence

The Board shall establish such rules and regulations for its conduct as it may deem necessary. Roberts Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the Mutual Aid Agreement or by specific rules or procedure. This Board shall meet as the membership shall determine, and written notice shall be provided prior to each meeting. In addition, the Chairperson of the Board shall meet with the Operations Board as directed in this Mutual Aid Agreement.

3. **OPERATIONS BOARD:**

A component of GCATCC shall be known as the "Operations Board". The Operations Board will consist of the Prosecutor, the Sheriff, the Director of the Michigan State Police, and the Chief Law Enforcement Official of each participating unit of government or their representatives. The primary purpose of the Operations Board is to run the different task force concepts, to act as staff for the Board of Directors and to provide for effective operations. The Operations Board shall meet as such times as its membership shall determine. Specifically, the Operations Board will be responsible for the following: scheduling, operations guideline development and identifying work areas, and evaluation of personnel performance.

4. **FUNCTIONS:**

It is the intent of the Agreement that GCATCC shall respond to illegal auto theft activities, which transcend jurisdictional boundaries, using the task force approach by law enforcement agencies. In all task force endeavors GCATCC will be responsible for identifying those problems which will best respond to multi-jurisdictional task force units.

5. **DIRECTOR/CHIEF INVESTIGATOR OF THE GCATCC:**

The officers assigned will be under the direct daily supervision of a director/chief investigator hired by the Board of Directors. The hiring of the Director/Chief Investigator shall be completed in the following manner:

- a. Each participating unit of government shall submit the name of one law enforcement employee to the Board of Directors for consideration for appointment to the position of Director/Chief investigator.
- b. The Board of Directors shall select from those applications the individual most qualified for the position.

6. **FUNDING:**

Activities will be funded by the ATPA Grant, other available grant monies, special project funds and any assessments of other mutually agreed upon funding formula devised by the participating units of government.

7. **DISPUTES:**

Any disputes involving GCATCC activity will be decided by the Board of Directors.

8. **AMENDMENTS:**

Any changes in this Agreement must be approved by the participating units of government.

9. **RIGHT OF WITHDRAWAL:**

Each participating unit of government shall retain the right to withdraw from GCATCC at any time. Such withdrawal must be made by a formal majority vote of the governing body of such participating unit of government and shall become effective thirty (30) days after such a vote has been taken in formal session. No financial obligations shall accrue after the effective termination date indicated above.

10: **HOLD HARMLESS:**

It is expressly understood and agreed that each participating unit of government shall bear the full and sole responsibility for any and all costs, expenses, losses and damages, not reimbursable from the aforesaid funding, arising out of or connected with any assistance rendered under this agreement, insofar as such costs and expenses related to its own personnel and equipment used or dispatched hereunder.

Such costs shall include but not be limited to payment of personnel, compensation for injury or lost time, disability payments, retirement and furlough payments and charges for equipment supplies and materials used, expended, damaged or destroyed while rendering assistance under this mutual aid agreement.

Each participating unit of government shall not be required to bear any liability for either the negligent acts or the intentional torts of members of another participating unit of government, and the liability of any participating shall be confined solely to the negligent acts of the intentional torts of its own personnel. Further, it shall be the responsibility of any participating unit of government to insure or indemnity itself against any public liability for injury or damage arising out of the rendering of any assistance hereunder.

Rotating Position – Amendment approved 4/26/2010

Effective 04/26/2010 the GAIN ATU will have a rotating investigator. The GAIN ATU Board will maintain the *Rotating Eligibility List* from participating dues paying members. If a Police Agency is unable to fill the rotating position at the time of the opening, that agency will fall to the bottom of the *Rotating Eligibility List*.

The rotating position will be for a three year term, falling on the ATPA Grant fiscal year which is currently October 1 of the current year until September 30 of the following year. If a rotating position should open during the grant fiscal year, the rotating position will be for the remaining term of that grant year and three grant fiscal years following.

All permanent members of the GAIN ATU will retain their position in the unit unless they are unable to staff the position. At that time their position will become a rotating position. That agency can be added to the bottom of the of the eligibility list for future consideration.

As of this date permanent members are as follows;

- Office of Sheriff, Genesee County
- City of Flint Police
- Township of Flint Police
- Township of Genesee Police
- Township of Mundy Police

If the *Rotating Eligibility List* is exhausted without the position being filled the GAIN ATU Board may chose an agency from the permanent members that would be able to commit additional manpower.

The GAIN ATU Board reserves the right to rotate positions as not to interfere with the daily operations of the unit.

SIGNED THIS _____ DAY OF _____

PARTICIPATING UNIT OF GOVERNMENT: _____

AUTHORIZING OFFICAL: (signature) _____

Typed Name and Title:



GAIN
AUTO THEFT UNIT
Office of Genesee County Sheriff

3476 Mundy Avenue Swartz Creek, MI 48473-8810
810-655-8185 810-655-8352 FAX: 810-655-8058

Rotation Position Eligibility List

As of 7/21/2010

Grand Blanc Twp PD
Swartz Creek City PD
Davison Twp PD
Richfield Twp PD
Fenton City PD
Clayton Twp PD
Village of Otisville PD
Mt. Morris Twp PD
Davison City
Genesee Township
Grand Blanc City PD
Burton City PD
Montrose Twp PD

This list is valid if the units are current on their dues when a position becomes available in the GAIN Unit.

We now have two rotating positions as Genesee Township decided not to keep a full time position. Grand Blanc City and Burton City are currently holding these positions.

GAIN
SUMMARY OF FUNDS

2009

TOTAL GRANT FUNDS RECEIVED:
STATE OF MI 348,832.00
GENESEE COUNTY 62,000.00
410,832.00

TOTAL EXPENSES PAID 636,200.00

SHORTAGE (225,368.00)

DRAWN FROM DUES & INSPECTIONS ACCT 170,555.00 *LEFT CASH SHORTAGE OF APPROX \$70,000 IN ACCT

SHORTAGE STILL IN LIEU (54,813.00)
NEED BOARD APPROVAL

DETAILS OF SHORTAGE:

PAID 100% TO LOCAL UNITS RATHER THAN 60%
TWP OF FLINT 29,182.00
GENESEE TWP 42,347.00
MT. MORRIS 41,425.00
MUNDY TWP 34,244.00
SECRETARTY 26,061.00
173,259.00

MOTORPOOL OVERAGE 48,660.00

MISC EMPLOYEE & OFFICE OVERAGES 3,449.00

TOTAL 225,368.00

2010

TOTAL GRANT FUNDS RECEIVED:
STATE OF MI 305,243.00
GENESEE COUNTY 62,000.00
367,243.00

TOTAL EXPENSES PAID 535,830.00

SHORTAGE (168,587.00)

DRAWN FROM DUES & INSPECTIONS ACCT - *NONE AVAILABLE STILL CARRYING SHORTAGE

SHORTAGE STILL IN LIEU (168,587.00)
NEED BOARD APPROVAL

DETAILS OF OVER SHORTAGE:

PAID 100% TO LOCAL UNITS RATHER THAN 50%
TWP OF FLINT 37,165.00
GENESEE TWP 46,372.00
MUNDY TWP 49,180.00
132,717.00

MOTORPOOL OVERAGE 26,558.00

MISC EMPLOYEE & OFFICE OVERAGES 9,312.00

TOTAL 168,587.00

GAIN
SUMMARY OF FUNDS

2011

TOTAL GRANT FUNDS RECEIVED:

STATE OF MI	288,802.00
GENESEE COUNTY	<u>62,000.00</u>
	350,802.00

TOTAL EXPENSES PAID 388,135.00

SHORTAGE (37,333.00)

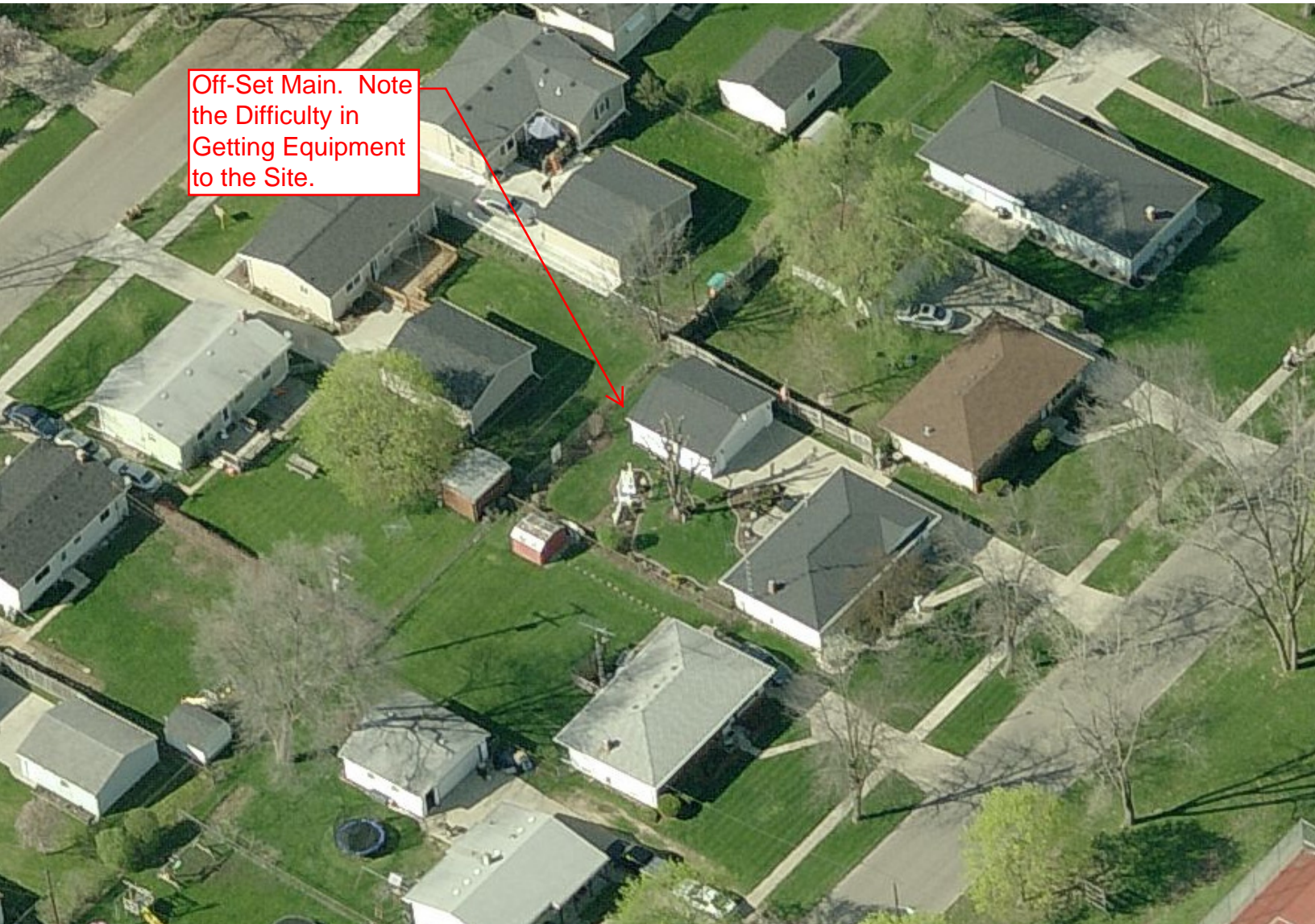
DRAWN FROM DUES &
INSPECTIONS ACCT

- *NONE AVAILABLE
STILL CARRYING SHORTAGE

DETAILS OF OVER SPENDING:

MISC EMPLOYEE & OFFICE OVERAGES	6,768.00
UNITS OVER BUDGET	21,970.00
EXCESS OT PAYMENTS	8,595.00

TOTAL 37,333.00



Off-Set Main. Note the Difficulty in Getting Equipment to the Site.



Crush Damage to
Main at Lead
Connection

Paul Bueche

From: Heather MacDermaid

Sent: Tuesday, January 31, 2012 4:16 PM

To: Amy Nichols; Connie Eskew; Deanna Korth; Juanita Aguilar; Mary Jo Clark; Sue Arvoy; Paul Bueche; Thomas Svrcek

The March Board of Review will be:

Organizational meeting: Tuesday March 6 @ 1:00

Public Meetings: Monday March 19 9-noon & 6-9
Tuesday March 20 9-noon
Wednesday March 21 9-noon

**AMENDMENT TO SUBRECIPIENT AGREEMENT BETWEEN
The County of Genesee
AND
The City of Swartz Creek**

THIS AGREEMENT amendment, made as of the 27 day of January, 2012 between the County of Genesee, acting by and through the:

Genesee County Community Development Program
Room 223, 1101 Beach Street, Genesee County Administration Building
Flint, Michigan 48502

Hereinafter referred to as the "Grantee", and the

City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

Hereinafter referred to as the "Subrecipient", and

WHEREAS, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing Community Development Block Grant (CDBG) funds; and

WHEREAS, the parties wish to amend the 2010 Subrecipient Agreement for the City of Swartz Creek 2010 Street Lighting Improvements, for the purpose of extending the time of performance.

NOW, THEREFORE, the parties agree to amend the Subrecipient Agreement as follows:

II. TIME OF PERFORMANCE

The first sentence of the first paragraph is deleted and replaced as follows:

Services of the Subrecipient shall start on the 1st day of May, 2010 and end on the 31st day of July, 2012.

All other terms and conditions of the Subrecipient Agreement shall remain the same.

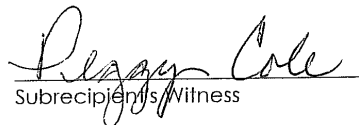
CERTIFICATION

In witness whereof, the foregoing provisions to this Agreement have been examined by the undersigned and the parties have caused this Contract to be executed by their duly authorized agents.


County's Authorized Representative

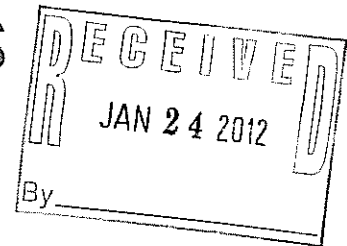

Subrecipient's Authorized Representative


County's Witness


Subrecipient's Witness

1-27-2012
Date

1-27-2012
Date



23939

ATTN: City of Swartz Creek
8083 Civic Dr
Swartz Creek, MI 48473-1498

Dear Paul Bueche,

I am writing because I have tried several times to reach you via phone with no success.

My company (Communication Capital Group) is interested in making you an offer to purchase the lease(s) associated with your wireless telecommunications site. Please give me a call at your earliest convenience.

Many Thanks,

Garett Zubok

CALL US TOLL FREE 866-574-2355 or email: info@comcapgroup.com

A note about our firm:

Communications Capital Group (CCG) is a wireless infrastructure investment company formed to build a selective portfolio of cell site assets and at the same time, give landlords the opportunity to leverage their often undervalued cellular revenue streams. We bring a transparent approach to landlords about our investment interests, and the criteria we use to structure our transactions.

CCG is institutionally capitalized through private equity investments from Ulysses Management LLC (Ulysses) and Tenth Avenue Partners (TAP) and debt financing from Macquarie Bank of Australia

www.comcapgroup.com

866.574.2355 Toll-Free • 678.775.0361 Fax • 9755 Dogwood Rd, Suite 105, Roswell, GA 30075

234



**LANDMARK
DIVIDEND**

Landmark Dividend LLC
1700 E Walnut Avenue | Suite 400
El Segundo, CA 90245
www.landmarkdividend.com
(888) 820-8245

January 26, 2012



Paul Bueche
City of Swartz Creek 2
8083 Civic Dr
Swartz Creek, MI 48473-1377

Dear Paul Bueche:

We would like to make you a significant lump-sum CASH PAYMENT for your cellular lease.

- We have been in this business for 10 years and VALUES HAVE NEVER BEEN HIGHER. If you've never received an offer, now is a great time to do so. If you have received an offer in the past, you'll be surprised to see how much more your site is worth today.
- We close and fund deals faster than any group in the industry. With no mortgage, we will FUND WITHIN 30 DAYS.
- Our goal is to structure the DEAL THAT IS RIGHT FOR YOU. We will cater the transaction to meet your individual needs.
- We take pride in being straightforward with our landlords. We have the most concise legal documentation in the industry, our PURCHASE AGREEMENT IS ONE PAGE. This will save you considerable legal fees.
- Absolutely NO FEES.

CALL US TODAY at (888) 820-8245 for a no obligation estimate.

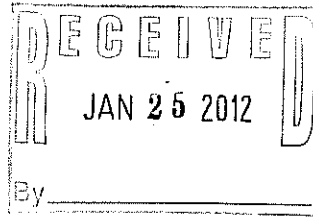
Sincerely,

Jeffrey J. Knyal
Chief Executive Officer
<http://www.landmarkdividend.com>

Mail ID: 103788



January 20, 2012



Paul Bueche, City Manager
City of Swartz Creek
8083 Civic Dr.
Swartz Creek, MI 48473

Dear Mr. Bueche:

As part of our commitment to provide our customers with the best entertainment and communications experience, we continue to invest in making our services even better. Here are just a few highlights:

MORE TO WATCH, MORE WAYS – ANYTIME, ANYWHERE

- Now, over 75,000 On Demand TV shows and hit movies on TV and online – almost half are free!
- Catch up and keep up with your favorite shows from all top networks and enjoy new movies On Demand – many the same day as DVD and a month before Netflix
- Watch from your TV or online, anytime, anywhere – even from your iPad or iPhone!

FASTEST INTERNET SPEEDS + MOST COMPREHENSIVE SECURITY= THE BEST ONLINE EXPERIENCE

- XFINITY is the fastest Internet provider in the nation according to PC Mag*
- Download speeds up to an incredible 105 Mbps, and now 25% faster on our most popular Internet tiers
- Reliably fast: XFINITY delivers over 100% of its advertised download and upload speeds – even during the peak hours for Internet use**
- Comprehensive online protection with Constant Guard, including Norton Security, at no extra charge

COMCAST CUSTOMER GUARANTEE AND COMMITMENT TO SERVICE

- And with the Comcast Customer Guarantee, we promise to provide you a consistently superior experience, including 24/7 customer service and on time appointments – or we'll credit you \$20 or give you a free premium channel for three months.

While we continue to make these investments, we periodically need to adjust prices due to increases in programming and other business costs. Starting March 1, 2012, new prices will apply to certain video services and equipment as indicated in this notice. Please see the attached price listing for specific details. Customers will be notified of the new prices via a bill insert.

As always, feel free to contact me directly at 586-883-7075 with any questions you may have.

Sincerely,

Gerald W. Smith
Government Affairs Manager
Comcast, Heartland Region
36250 Van Dyke Ave.
Sterling Heights, MI 48312

* 2011 rating by PC Magazine based on review of customer data from www.speedtest.net.

**According to a recent government report from the FCC entitled 'Measuring Broadband America', August, 2011

Schedule of video-related price changes; effective March 1, 2012.

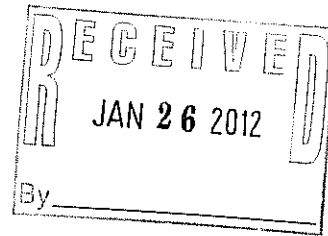
VIDEO SERVICES	<u>CURRENT</u> <u>MONTHLY PRICE</u>	<u>NEW</u> <u>MONTHLY PRICE</u>
Limited Basic Service	\$18.99	\$20.49
Digital Starter Package (includes Limited Basic and Standard Basic channels)	\$60.98	\$64.25
Digital Preferred Package	\$78.93	\$82.20
Digital Preferred Package with 1 Premium (includes Digital Preferred and choice of 1 premium: HBO, Showtime, Starz or Cinemax)	\$97.49	\$100.99
Digital Preferred Package with 2 Premiums (includes Digital Preferred, HBO and choice of Showtime, Starz or Cinemax)	\$108.99	\$112.49
Digital Preferred Plus Package (includes Digital Preferred, HBO and Starz)	\$114.99	\$118.49
Digital Premier Package (includes Digital Preferred, HBO, Showtime, Starz and Cinemax)	\$121.99	\$125.49
Digital Premier Package plus Sports Entertainment Package (includes Digital Preferred, HBO, Showtime, Starz, Cinemax and Sports Entertainment Package)	\$129.94	\$135.44
Sports Entertainment Pack	\$7.95	\$9.95
Digital Additional Outlet Service	\$8.95	\$9.95
AnyRoom™ (DVR) Service	\$11.00	\$10.00
AnyRoom™ (DVR) Service Additional Outlet	\$8.95	\$9.95
HD Technology Fee	\$8.95	\$9.95

TRIPLE PLAY PACKAGES	<u>CURRENT</u> <u>MONTHLY PRICE</u>	<u>NEW</u> <u>MONTHLY PRICE</u>
Economy Triple Play*	\$79.85	\$84.85
TP3.0 Value Plus*	\$124.99	\$134.15
TP3.0 Starter*	\$139.99	\$149.95
TP3.0 Preferred with Blast!*	\$169.99	\$179.95
TP3.0 Premier with Blast!*	\$204.99	\$209.95
TP4.0 Starter	\$129.99	\$139.95
TP4.0 Preferred	\$139.99	\$149.95
TP4.0 HD Preferred	\$149.99	\$159.95
TP4.0 HD Preferred Plus with Blast!	\$169.99	\$179.95
TP4.0 HD Premier with Blast!	\$199.99	\$209.95
TP4.0 HD Compete with Blast!	\$229.99	\$239.95

MULTILATINO PAQUETE TRIPLE PACKAGES	<u>CURRENT</u> <u>MONTHLY PRICE</u>	<u>NEW</u> <u>MONTHLY PRICE</u>
MultiLatino Max Paquete Triple	\$129.99	\$139.95
MultiLatino Ultra Paquete Triple	\$139.99	\$149.95
MultiLatino Ultra HD Paquete Triple	\$149.99	\$159.95
MultiLatino Ultra HD Plus Paquete Triple	\$169.99	\$179.95
MultiLatino Total HD Paquete Triple	\$199.99	\$209.95

*No longer available for sale.

Subscription to Limited Basic is required to receive any other level of service. Certain services are available separately or as a part of other levels of service. Unless otherwise specified, prices shown are the monthly charge for residential service only and do not include federal, state and local taxes, FCC user and franchise fees or Regulatory Recovery fees or other related costs. Prices, services and features are subject to change. Not all services are available in all areas.



January 24, 2012

Board of Directors

- Linda Barber
Community Volunteer
- Gordon Barden
Village of Otisville
- Ron Butler
Community Volunteer
- Dan Emerton
UAW Local 599
- Nicole Ferguson
Community Volunteer
- Greg Gaines
Mr. Rogers Program
- Gary Haggart
Shelter of Flint
- Kay Kelly
Community Volunteer
- Michael Kelly
Mott Community College
- Jerry Leman
United Way of Genesee County
- Roxy Moreno
Community Volunteer
- Cary Rouse
Michigan Department of Transportation
- Dale Scanlon
Citizens Nuisance Task Force
- Nayyirah Shariff
Community Volunteer
- Shella Taylor
Genesee County Metropolitan Planning Commission
- Brian VanPatten
Genesee County Parks and Recreation Commission
- Betty Walker
Walker Farms & Greenhouse

Karen West
Program Director



Subject: Genesee County Household Hazardous Waste Contributions

Dear Mr. Bueche:

We thank you for joining us last year to help make the household hazardous waste collections possible! Since the start of this program in 1993 and with efforts from many entities, over 1.8 million pounds of hazardous waste has been collected and properly disposed of from county residents.

The 2011 spring and fall events collected 125,000 pounds of hazardous waste at a cost of \$46,885 in addition to 137,000 pounds of electronic waste, including materials from City of Swartz Creek residents. The next collection is in May and staff is currently working to secure a date and location. As soon as the information is available, all local units will be notified.

As this program becomes more successful in removing harmful materials from the environment, the cost to dispose of larger quantities also increases. We know you recognize the importance of hazardous waste collections and are hopeful that will be confirmed with your support again this year. Please see the attached suggested donation amount which is based on the size of your community.

In the past, the donations to help finance these collections have been sent to the Genesee County Recycling Coalition. Since 2008, Keep Genesee County Beautiful has provided fiscal responsibility for the Household Hazardous Waste collections in Genesee County.

This program continues to be successful with your assistance, local volunteers, and support from Genesee County, the Genesee County Metropolitan Planning Commission, General Motors, UAW Local 599, and several other local organizations. Should you have any questions regarding the use of the funding or collection events, please contact Mr. Nate Scramlin at the Genesee County Metropolitan Planning Commission at 810-257-3010.

Thank you,

Karen West

Karen West, Program Director
Keep Genesee County Beautiful

In order to make the 2012 Household Hazardous Waste Collections possible, your support, which is based on the size of your community, is needed by April 15.

\$750.00

Please return this portion of the letter with your contribution. Check one of the boxes below.

A receipt is not needed

Please issue a receipt

Thank you for your support!

Municipality

Address

Please make checks payable to the **United Way/KGCB** and mail to:

Keep Genesee County Beautiful - HHW
1509 E. Court Street
Flint, MI 48503

Paul Bueche

From: Pestle, John W [jwpestle@varnumlaw.com]
Sent: Thursday, February 02, 2012 12:01 PM
To: Pestle, John W
Subject: Cell Tower Zoning Shot Clocks Upheld, Limited

On January 23 the Fifth Circuit Federal Court of Appeals upheld - - but limited the effect of - - the FCC's cell tower zoning "shot clock" order. The order allows providers to go to court if a municipality takes more than 90 days (for collocations) or 150 days (for new towers) to act on cell tower zoning requests.

In English, the court said if a municipality has much of a reason for exceeding the shot clocks, then any presumption it acted improperly goes away and the courts take an independent look at the pros and cons of whether taking more time was reasonable.

And the court noted the possibility that courts in some areas outside the Fifth Circuit (which covers Texas, Louisiana and Mississippi) may find the shot clocks invalid. Some courts give less deference to agency decisions than does the Fifth Circuit.

More information and copy of the decision are on our web site, at www.varnumlaw.com/cable-telecomm-recent-developments/

Other links you may find helpful:

- Blog on cell tower zoning and leasing www.varnumblogs.com/category/cell-phone-tower-leasing-and-zoning/
- Model cell tower leases www.varnumlaw.com/lease

Regards,

John Pestle

Partner, Chair of Telecommunications Group
Direct: (616) 336-6725
Cell: (616) 481-0491

Admitted in Arizona and Michigan



Varnum
333 Bridge Street NW
Grand Rapids, Michigan 49504

Main: (616) 336-6000
Fax: (616) 336-7000
www.varnumlaw.com
[Bio](#) [V-Card](#)

To be removed from receiving future emails, please reply so indicating.

Paul Bueche

From: Pamela Hill [Pamela.Hill@plantemoran.com]
Sent: Friday, February 10, 2012 4:01 PM
To: Paul Bueche; Mary Jo Clark; Juanita Aguilar; Deanna Korth
Subject: FW: Governor's new budget
Attachments: State Shared Revenue 12.13.pdf

Hi! I hope all is well. I thought I would pass this along in case you haven't already had a chance to look at this. Have a great weekend. Hope to see you all soon.

Hi, attached is a two page pdf of the latest from the 2012-13 Budget that Governor Snyder just announced. The total revenue sharing is budgeted at \$1.1 billion. Implications for our clients include:

- A 2% increase to Constitutional revenue sharing (remember, this has to follow the formula and tax collections are up). This will go from \$697 million to \$711 million.
- Flat on the EVIP
- \$25 million for assistance grants for shared services, consolidation, etc.
- A new incentive-based system for County statutory revenue sharing

The preliminary forecast for 2014 Budget is again \$1.1 billion, so flat. However, Constitutional is expected to increase from \$711 million to \$730.6 million, which means some other piece needs to decrease. Most likely the grants go away or be significantly reduced.

Pam

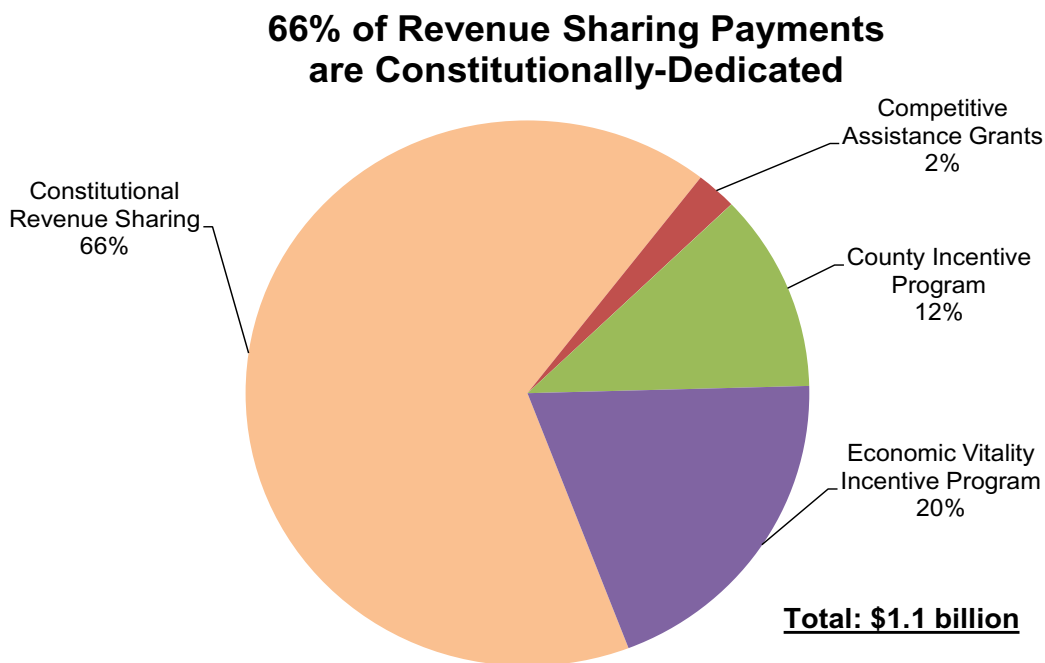
Pam Hill, CPA | Senior Associate | Assurance
Plante Moran, PLLC, 111E. Court Street, Suite 1A, Flint, MI 48502-1649
Direct Dial: 810.766.6022 | Fax: 248.603.5704
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Celebrating 14 years as one of FORTUNE magazine's "100 Best Companies to Work For"
Please consider the environment before printing this email.

This email, including any attachments, may contain confidential information and is intended solely for use by the individual to whom it is addressed. If you received this email in error, please notify the sender, do not disclose its contents to others, and delete it from your system. Any other use of this email and/or attachments is prohibited. This message is not meant to constitute an electronic signature or intent to contract electronically.

Revenue Sharing

Michigan's revenue sharing program distributes sales tax revenue collected by the State of Michigan to local units of government, allowing communities to determine how best to fund local services. There are two ways that local units share in a portion of state sales tax revenue: a constitutionally-dedicated portion is distributed to cities, villages, and townships; an additional portion of sales tax revenue is earmarked in state law to provide incentive-based payments that are subject to annual appropriation. *Funding for fiscal year 2013 is recommended at \$1.1 billion, which includes \$711.1 million for constitutionally-required revenue sharing payments, \$210 million for the Economic Vitality Incentive Program, \$25 million for assistance grants, and \$125.6 million for a new incentive-based program for counties. Anticipated funding for fiscal year 2014 is recommended at \$1.1 billion, which includes \$730.6 million for constitutionally-required revenue sharing payments.*



Highlights of Governor's Budget Recommendation

- Constitutional revenue sharing payments for cities, villages, and townships are increased by \$13.6 million (2 percent), to \$711.1 million, based on estimated sales tax collections.
- The Economic Vitality Incentive Program is funded in fiscal year 2013 with \$210 million in sales tax revenue. Cities, villages, and townships receive financial incentives if they meet specific standards and adopt best practices. Criteria include accountability and transparency requirements, consolidation of services, and employee compensation reforms.

- Beginning in fiscal year 2013, a new incentive-based program for counties is recommended to replace statutory revenue sharing, funded with \$125.6 million in sales tax revenue. Sixty-one (61) counties are estimated to exhaust their revenue sharing reserve funds prior to, or during, fiscal year 2013. These counties will qualify for financial incentive payments provided they meet specific standards and adopt best practices, consistent with requirements under the Economic Vitality Incentive Program for cities, villages, and townships.
- A competitive grant assistance program is funded in fiscal year 2013 with \$25 million in sales tax revenue, utilizing \$5 million in ongoing funding plus a one-time augmentation of \$20 million. Cities, villages, townships, or counties that elect to combine government operations may apply for reimbursement of costs for approved projects. Fiscal year 2013 funding represents a four-fold increase from fiscal year 2012 funding of \$5 million. The proposed one-time increase addresses significant interest expressed by local units seeking help with transition costs associated with mergers, inter-local agreements, and other cooperative efforts.

Paul Bueche

From: Michigan Municipal League [mbach@mml.org]
Sent: Tuesday, January 31, 2012 1:15 PM
To: Paul Bueche
Subject: MEMBER ALERT: 19-BILL TRANSPORTATION PACKAGE INTRODUCED-Local Input Needed



MEMBER ALERT: 19-BILL TRANSPORTATION PACKAGE INTRODUCED Local Input Needed for Legislative Hearings

After the Governor's Special Message on Infrastructure on January 26, a total of 19 transportation bills were introduced to the Legislature, many of which could affect your community in both positive and negative ways.

Due to the massive scope of potential impacts to our members, the League is working to ensure that everyone understands the bills and how they could affect individual municipalities. Please [click here](#) for a brief summary of the major bills in the package. It was provided by the Michigan Department of Transportation and may not be completely accurate. The League is in the process of thoroughly reviewing the bills.

We are mostly supportive of the bill to convert the fuel taxes to a wholesale tax, and a bill to increase statewide registration fees for most passenger vehicles.

However, **we are opposed to HB 5304**, a bill that would amend Public Act 51 to shift transportation funds away from local road agencies that receive less than \$50,000 this year, to their respective counties starting in 2015.

Hearings on these bills are expected to begin within the next few weeks. Anyone interested in testifying is asked to please contact Jason Mancini at 517.908.0303 or email at jmancini@mml.org. As the League's transportation expert, Jason is also ready to answer any of your questions regarding these bills and other transportation issues.

Email management

The Michigan Municipal League respects your right to privacy.

[Click here](#) to unsubscribe.

PLEASE NOTE: The following summary was provided by the Michigan Department of Transportation, and may not be completely accurate. The Michigan Municipal League is in the process of thoroughly reviewing the bills. Hyperlinks to the actual bills have been added for ease of reference.

A SUMMARY OF THE GOVERNOR'S INFRASTRUCTURE MESSAGE AND LEGISLATION Introduced Bills 1/26/12, House and Senate

SB 909 regional transit authority for southeast Michigan; establish

Sponsors

[Thomas Casperson](#) - (primary)

[Bert Johnson](#), [Michael Kowall](#), [Rebekah Warren](#)

Sen. Transport

Would create a new regional transit authority in southeast Michigan. This would include Wayne, Oakland, Macomb and Washtenaw Counties at first, but other counties could petition to join. The new authority would have broad powers to administer transit on a regional basis. Among the powers would be the ability to ask voters to approve a special assessment to support transit. The authority would also be specifically empowered to develop a "rolling rapid transit" system along Woodward Avenue, Gratiot Avenue and undefined routes with one connecting Troy and Mt. Clemens and another connecting Ann Arbor and Detroit.

<http://legislature.mi.gov/doc.aspx?2012-SB-0909>

HB 5309 regional transit authority for southeast Michigan; establish.

Sponsors

[Jim Townsend](#) - (primary)

[Rick Olson](#), [Andrew J. Kandrevas](#), [Brandon Dillon](#), [Vicki Barnett](#), [Matt Lori](#), [Ellen Cogen Lipton](#), [Marilyn Lane](#), [Lesia Liss](#), [Charles Brunner](#), [Phil Cavanagh](#), [Thomas Stallworth](#), [David Rutledge](#), [Wayne A. Schmidt](#), [Bob Constan](#), [Dian Slavens](#), [Fred Durhal, Jr.](#), [Timothy Bledsoe](#), [Jon Switalski](#)

House Transport

Would create a new regional transit authority in southeast Michigan. This would include Wayne, Oakland, Macomb and Washtenaw Counties at first, but other counties could petition to join. The new authority would have broad powers to administer transit on a regional basis. Among the powers would be the ability to ask voters to approve a special assessment to support transit. The authority would also be specifically empowered to develop a "rolling rapid transit" system along Woodward Avenue, Gratiot Avenue and undefined routes with one connecting Troy and Mt. Clemens and another connecting Ann Arbor and Detroit.

<http://legislature.mi.gov/doc.aspx?2012-HB-5309>

SB 910 optional county registration fee to benefit public transit

Sponsor

[Rebekah Warren](#)

Sen. Transport

Would allow counties to ask voters to approve a county optional registration fee to fund transportation programs and projects. The county board of commissions would have to pass a resolution approving such a fee not less than 70 days before voters are asked to approve the fee. The fee would not be implemented if voters reject the idea at the polls.

<http://legislature.mi.gov/doc.aspx?2012-SB-0910>

HB 5312 optional county registration fee to benefit public transit

Sponsors

[Douglas Geiss](#) - (primary)

[Rick Olson](#)

House Transport

Would allow counties to ask voters to approve a county optional registration fee to fund transportation programs and projects. The county board of commissions would have to pass a resolution approving such a fee not less than 70 days before voters are asked to approve the fee. The fee would not be implemented if voters reject the idea at the polls.

<http://legislature.mi.gov/doc.aspx?2012-HB-5312>

SB 911 optional registration fees for regional transit authority

Sponsor

[Bert Johnson](#)

Sen. Transport

Would allow the regional transit authority to ask voters to approve an optional regional registration fee for transit services. The fee would be on passenger vehicles and would be \$1.20 for each \$1,000 of the list price of the vehicle. The fee would not be implemented unless the authority adopted a resolution approving it, and voters also agree in a ballot question.

<http://legislature.mi.gov/doc.aspx?2012-SB-0911>



michigan municipal league
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Better Michigan.

™ 208 N. Capitol Ave.,
1st Floor
Lansing, MI 48933

TEL 517.485.1314
FAX 517.372.7476

HB 5311 optional registration fees for regional transit authority; create

Sponsors

[David Rutledge](#) - (primary)

[Rick Olson](#)

House Transport

Would allow the regional transit authority to ask voters to approve an optional regional registration fee for transit services. The fee would be on passenger vehicles and would be \$1.20 for each \$1,000 of the list price of the vehicle. The fee would not be implemented unless the authority adopted a resolution approving it, and voters also agree in a ballot question.

<http://legislature.mi.gov/doc.aspx?2012-HB-5311>

SB 912 Michigan zoning enabling act; amend to exempt southeast Michigan regional transit authority public transit facilities from local zoning ordinances or regulations. TIE BAR WITH: [SB 0911'12](#)

Sponsors

[Bert Johnson](#) - (primary)

[Michael Kowall](#)

Sen. Transport

Companion bill that would amend Michigan zoning enabling act to exempt southeast Michigan regional transit authority public transit facilities from local zoning regulation.

<http://legislature.mi.gov/doc.aspx?2012-SB-0912>

HB 5310 zoning and growth management; Michigan zoning enabling act; amend to exempt southeast Michigan regional transit authority public transit facilities from local zoning ordinances or regulations

Sponsors

[Jim Townsend](#) - (primary)

[Rick Olson](#)

House Transport

Companion bill that would amend Michigan zoning enabling act to exempt southeast Michigan regional transit authority public transit facilities from local zoning regulation.

<http://legislature.mi.gov/doc.aspx?2012-HB-5310>



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TEL 517.485.1314
FAX 517.372.7476

SB 913 require adoption of best practices and asset management standards as a condition of receiving funds. TIE BAR WITH: [HB 5303'12](#)

Sponsor

[Michael Kowall](#)

Sen. Transport

<http://legislature.mi.gov/doc.aspx?2012-SB-0913>

SB 914 conditions to receive funding from Michigan transportation fund

Sponsor

[Michael Kowall](#)

Sen. Transport

Would require charter counties organized under Public Act No. 293 of 1966 to annually certify they are in compliance with several “best practices” as a condition of receiving future funds. These include requiring employees to contribute certain percentages of their health care costs, defined contribution plans for new employees, adopting traffic safety plans with specific analysis of accidents and signals, complying with asset management plans, and developing an accountability dashboard.

<http://legislature.mi.gov/doc.aspx?2012-SB-0914>

HB 5302 Transportation; funds; local road agencies; require adoption of best practices and asset management standards as a condition of receiving funds

Sponsors

[Roy Schmidt](#) - (primary)

[Matt Lori](#)

House Transport

Would require charter counties organized under Public Act No. 293 of 1966 to annually certify they are in compliance with several “best practices” as a condition of receiving future funds. These include requiring employees to contribute certain percentages of their health care costs, defined contribution plans for new employees, adopting traffic safety plans with specific analysis of accidents and signals, complying with asset management plans, and developing an accountability dashboard.

<http://legislature.mi.gov/doc.aspx?2012-HB-5302>

SB 915 Comprehensive transportation fund; revise criteria for funding and make miscellaneous changes



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FAX 517.372.7476

Sponsor

[Phillip Pavlov](#)

Would make numerous changes to the Comprehensive Transportation Fund regarding the funding of transit services. The overall goal is to more closely link performance standards and future receipt of funds. An accountability dashboard designed to meet local needs will be required along with asset management plans. There will be recognition of the need for services regionally and across jurisdictional lines.

Sen. Transport

<http://legislature.mi.gov/doc.aspx?2012-SB-0915>

HB 5306 Transportation; funds; comprehensive transportation fund; revise criteria for funding and make miscellaneous changes

Sponsor

[Kevin Daley](#)

House Transport

Would make numerous changes to the Comprehensive Transportation Fund regarding the funding of transit services. The overall goal is to more closely link performance standards and future receipt of funds. An accountability dashboard designed to meet local needs will be required along with asset management plans. There will be recognition of the need for services regionally and across jurisdictional lines.

<http://legislature.mi.gov/doc.aspx?2012-HB-5306>

SB 916 Transportation; funds; public transportation corporation; amend definition.

Sponsor

[Michael Kowall](#)

Sen. Transport

<http://legislature.mi.gov/doc.aspx?2012-SB-0916>

HB 5307 public transportation corporation; amend definition

Sponsor

[Lesia Liss](#)

House Transport



michigan municipal league
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Better Michigan.

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TEL 517.485.1314
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<http://legislature.mi.gov/doc.aspx?2012-HB-5307>

SB 917 Transportation; authorities; public authority; revise eligibility for funding from comprehensive transportation fund.

Sponsor

[Michael Kowall](#)

Sen. Transport

Would make technical reference changes to Public Act No. 55 of 1963

<http://legislature.mi.gov/doc.aspx?2012-SB-0917>

HB 5308 Public authority; revise eligibility for funding from comprehensive transportation fund

Sponsors

[Marilyn Lane](#) - (primary)

[Jim Townsend](#)

House Transport

Would make technical reference changes to Public Act No. 55 of 1963

<http://legislature.mi.gov/doc.aspx?2012-HB-5308>

SB 918 Transportation; motor fuel tax; motor fuel tax; modify, and implement a wholesale tax on fuel wholesalers.

Sponsor

[Roger Kahn](#)

Would convert the current fuel taxes to a wholesale tax. Limits in the bill would ensure the tax could neither increase nor decrease more than one cent per year after the initial year. The current rate of 19 cents per gallon would be replaced by a wholesale tax with the effective rate of 28.3 cents per gallon. The current diesel discount of four cents per gallon plus numerous other exemptions for vehicles owned by local governments, school buses, transit agencies and non-profit agencies would also end. The bill is projected to raise \$541 million annually, but this is contingent on travel trends and future fuel efficiency.

Sen. Approps

<http://legislature.mi.gov/doc.aspx?2012-SB-0918>



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HB 5298 motor fuel tax; motor fuel tax; modify, and implement a wholesale tax on fuel wholesalers

Sponsor

[Rick Olson](#)

House Transport

Would convert the current fuel taxes to a wholesale tax. Limits in the bill would ensure the tax could neither increase nor decrease more than one cent per year after the initial year. The current rate of 19 cents per gallon would be replaced by a wholesale tax with the effective rate of 28.3 cents per gallon. The current diesel discount of four cents per gallon plus numerous other exemptions for vehicles owned by local governments, school buses, transit agencies and non-profit agencies would also end. The bill is projected to raise \$541 million annually, but this is contingent on travel trends and future fuel efficiency.

<http://legislature.mi.gov/doc.aspx?2012-HB-5298>

SB 919 Vehicles; registration; registration fees; modify.

Sponsor

[Roger Kahn](#)

Would increase statewide registration fees for most passenger vehicles by 67%. Weight-based fees for commercial trucks would increase 25% (but those are likely to also be affected by loss of the diesel discount in Request No. 04244'11). This would raise an estimated \$500 million for transportation purposes. This bill would also dedicate revenue to the Michigan Transportation Fund and also to the new Commercial Corridor Fund. There is a schedule of distributions which shifts the proportion of funding to the two funds so that the Commercial Corridor Fund will receive all the registration fee revenue by the 2021 fiscal period.

Sen. Approps

<http://legislature.mi.gov/doc.aspx?2012-SB-0919>

HB 5300 Vehicles; registration; registration fees; modify

Sponsors

[Judson Gilbert](#) - (primary)

[Rick Olson](#)

House Transport

Would increase statewide registration fees for most passenger vehicles by 67%. Weight-based fees for commercial trucks would increase 25% (but those are likely to also be affected by loss of the diesel discount in Request No. 04244'11). This would raise an estimated \$500 million for transportation purposes. This bill would also dedicate revenue to the Michigan Transportation Fund and also to the new Commercial Corridor Fund. There is a schedule of distributions which shifts the proportion of funding to



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the two funds so that the Commercial Corridor Fund will receive all the registration fee revenue by the 2021 fiscal period.

<http://legislature.mi.gov/doc.aspx?2012-HB-5300>

SB 920 Transportation; motor carrier fuel tax; flat tax rate; eliminate, and establish an 18-month limitation period for filing refund claims. TIE BAR WITH: [SB 0918'12](#)

Sponsor

[Roger Kahn](#)

Sen. Approps

Companion bill would amend the motor carrier fuel tax act to repeal the flat 15 CPG excise tax and repeal the 12 CPG excise tax on biodiesel fuel. Also, it would establish an 18-month limitation period for filing refund claims.

<http://legislature.mi.gov/doc.aspx?2012-SB-0920>

HB 5299 motor carrier fuel tax; flat tax rate; eliminate, and establish an 18-month limitation period for filing refund claims. TIE BAR WITH: HB 5298'12

Sponsor

[Rick Olson](#)

House Transport

Companion bill would amend the motor carrier fuel tax act to repeal the flat 15 CPG excise tax and repeal the 12 CPG excise tax on biodiesel fuel. Also, it would establish an 18-month limitation period for filing refund claims.

<http://legislature.mi.gov/doc.aspx?2012-HB-5299>

SB 921 Transportation; funds; conditions for funding; change, and create sunset for meetings of the complete streets advisory council if the state transportation commission adopts a complete streets policy. TIE BAR WITH: [HB 5303'12](#)

Sponsor

[Mark Jansen](#)

Sen. Transport

<http://legislature.mi.gov/doc.aspx?2012-SB-0921>



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HB 5304 create sunset for meetings of the complete streets advisory council if the state transportation commission adopts a complete streets policy, IE BAR WITH: [HB 5303'12](#)

Sponsors

[Mark Quimet](#) - (primary)

[Rick Olson](#)

House Transport

Would amend Public Act No. 51 to also provide that local road agencies that received less than \$50,000 in 2012 would have their funds shifted to their respective counties starting in 2015. This bill also provides that the Complete Streets Advisory Council would be sunset at the end of 2012 if the State Transportation Commission adopts a complete streets policy before August, 2012. The commission is expected to do so.

<http://legislature.mi.gov/doc.aspx?2012-HB-5304>

HB 5314 state rights-of-way on state roads; allow dedication of lane for public transit

Sponsors

[Rudy Hobbs](#) - (primary)

[Rick Olson](#)

House Transport

<http://legislature.mi.gov/doc.aspx?2012-HB-5314>

HB 5301 Transportation; funds; conditions to receive funding from Michigan transportation fund; modify

Sponsors

[Amanda Price](#) - (primary)

[Rick Olson](#), [Matt Lori](#)

House Transport

<http://legislature.mi.gov/doc.aspx?2012-HB-5301>

HB 5303 Transportation; funds; commercial corridor fund; create and require satisfaction of certain conditions for funding. TIE BAR WITH: [HB 5300'12](#), [HB 5302'12](#)

Sponsor

[Alberta Tinsley Talabi](#)

House Transport



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Would create the Commercial Corridor Fund that would be funded by the revenue bills in the package. The intent is to align Michigan's funding formula to recognize the federal functional class of roads. The basic effect would be to prioritize roads which are vital for economic activity and growth. This bill would also provide that starting January 1, 2015, local road agencies which received less than \$50,000 in funding in 2012 would have those funds shifted to their respective counties. They would no longer receive the funds directly unless local voters decided to continue the direct distribution.

<http://legislature.mi.gov/doc.aspx?2012-HB-5303>

HB 5305 contracts between state transportation commission, county road commissions, and cities or villages; change bidding requirements

Sponsor

[Matt Lori](#)

House Transport

Would say that all road projects may be subject to competitive bid regardless of cost. Present law requires federal aid projects and all state projects over \$100,000 to be competitively bid, but not lower cost projects.

<http://legislature.mi.gov/doc.aspx?2012-HB-5305>

HB 5313 conditions to receive funding from Michigan transportation fund; modify

Sponsors

[Brad Jacobsen](#) - (primary)

[Rick Olson](#), [Chuck Moss](#)

House Transport

<http://legislature.mi.gov/doc.aspx?2012-HB-5313>

####

Bill to Require Local Road Agencies to Adopt Several Best Practices Scheduled for Committee Hearing Wednesday

February 2, 2012 16:19 by [Jason Mancini](#)

LANSING, Michigan - A bill to require local road agencies to annually certify that they are in compliance with several "best practices" as a condition of receiving future funding is scheduled for a House Transportation Committee hearing on Wednesday February 8 at 12pm. HB 5302 would require that beginning September 30, 2014, each local road agency must annually certify to MDOT that it satisfies all of the following:

- Must be in compliance with PA 152, the public funded health insurance act of 2011.
- Provide defined contribution plans for new employees.
- Have adopted and are acting under a road safety plan designed to ensure uniform high safety standards on all roads that requires local road agencies to do the following:
 - Tabulate the location and causation of traffic accidents.
 - Review warrants and traffic control orders for all traffic control devices erected on its roads at least every 7 years and remove all unwarranted devices.
 - Review and adjust the timing of signal devices on its roads to reflect traffic volumes and actual operating speeds at least every 5 years.
 - Conduct a multidisciplinary road safety audit of each project over \$1,000,000 and of each high accident location.
 - Employ or contract for the services of a licensed traffic engineer.

According to the bill, if the local road agency does not certify to the conditions above, MDOT is to withhold funding for the period of noncompliance. Additionally the bill requires each local road agency to develop and implement an accountability dashboard.

The League has some serious concerns about this bill and will be testifying on the bill. Please contact Jason Mancini in the Lansing office if you would like to testify or would like to submit testimony on HB 5302.

Jason Mancini works for the Michigan Municipal League handling transportation issues. He can be reached at 517-908-0303 or by email at jmancini@mml.org.

Legislative Analysis



CONDOMINIUM ASSOCIATIONS: 10-YEAR PERIOD TO EXPAND, CONTRACT, OR CONVERT

Mary Ann Cleary, Director
Phone: (517) 373-8080
<http://www.house.mi.gov/hfa>

House Bill 5046 (Substitute H-1)

Sponsor: Rep. Joe Haveman

Committee: Local, Intergovernmental, and Regional Affairs

First Analysis (12-6-11)

BRIEF SUMMARY: The bill allows a condominium association's documents to be amended, without the consent of the co-owners, in order to extend from six years to 10 years the time during which a developer could expand, contract, or convert units or common elements, provided that the current six-year time limit was still in effect before the amendment to extend the time occurred. This provision would not apply after December 31, 2021, at which date the time period would revert to six years.

FISCAL IMPACT: House Bill 5046 will not have an impact on the Department of Licensing and Regulatory Affairs since the Legislature repealed LARA's regulatory and enforcement responsibilities under the Condominium Act in 1983.

By extending the timeframe to exercise an option to develop convertible, expandable, or contractible areas from 6 to 10 years, HB 5046 could have an indeterminate effect on property assessments (hence property tax collections) for local units of government and the School Aid Fund.

THE APPARENT PROBLEM:

The Michigan Condominium Act permits developers to include a provision in their project's master deed that gives them the option to expand their project in the future. So, it is customary for a developer to construct a condominium project in phases. For example, a developer may build condominium units on, say, 20-acres of a 40-acre parcel during phase I; sell those units to co-owners; and then use the revenue to build out the remaining 20-acres, filling the entire 40-acre parcel by the end of phase II. The current Michigan statute limits the time during which a developer can expand, contract, or convert the remaining property to six years after the master deed is first recorded.

During the downturn in the Michigan economy during the past decade, condominium sales have fallen sharply, overall, and the value of individual units has declined as much as 25-30 percent in some real estate markets. In new condominium projects, developers reportedly have been unable to sell their already constructed, but as yet unoccupied, phase I units, and consequently have been unable to raise the revenue to finance their effort to build out phase II within the six-year time limit.

Legislation has been introduced to extend the six-year time limit to ten years, until December 31, 2021, giving the economy time to recover, and condominium sales to improve so that developers can realize adequate profits from their original investments.

THE CONTENT OF THE BILL:

House Bill 5046 (H-1) would amend the Condominium Act to specify that a condominium association's documents could be amended, without the consent of the co-owners, in order to extend from six years to 10 years the time during which a developer could expand, contract, or convert units or common elements, provided that the current six-year time limit was still in effect before the amendment to extend the time occurred. This provision would not apply after December 31, 2021, when the time period would revert to six years. A more detailed explanation of the bill follows.

Currently under the law if a condominium project contains any convertible area, then the master deed must contain all of the following: (a) a specific reference to the convertible area within the condominium project; (b) the maximum number of condominium units that can be created there; (c) a statement to describe the types of units that can be created there; (d) a statement to describe the extent to which a structure erected there will be compatible with other structures elsewhere in the condominium project; (e) a description of improvements that can be made on the convertible area; (f) a description of the developer's reserved right, if any, to create and designate limited common elements within the convertible area; and (g) a time limit of not more than six years after initial recording of the master deed, by which the election to use this option expires. House Bill 5046 **would retain all of these provisions, but modify provision (g) to extend the expiration date of the developer's option to develop convertible area from six years to 10 year.** Further, the bill specifies that for a master deed initially recorded on or after January 1, 2022, the time limit, again, would be not more than 6 years.

Similarly and under the law, if a condominium project is an expandable condominium project, then the master deed must contain 15 provisions including, among other things, the explicit election (on the part of the developer or a successor) to expand the condominium project. In addition, the master deed must include a time limit based on the size and nature of the project, of not more than six years after the initial master deed is recorded. House Bill 5046 would retain all of the statute's current provisions concerning expandable condominium projects, **but extend the expiration date by which the developer must elect to expand the condominium project from six years to 10 years.** Under the bill, the expiration date would revert to six years, for any master deed initially recorded on or after January 1, 2022.

Finally, if a condominium project is a contractable condominium project under the law, then the master deed must contain certain provisions, including a time limit of not more than six years after the initial recording of the master deed, by which the developer can elect to contract the condominium project. House Bill 5046 **would extend this expiration date by which a condominium project could be contracted from six years to 10 years.** As above, the bill specifies that for a master deed initially recorded on or after January 1, 2022, the time limit, again, would be not more than 6 years.

Finally and under the law, a condominium association's documents can be amended *without the consent of co-owners* (or mortgagees), if the amendments do not materially alter or change the rights of a co-owner, and if the condominium documents contain a reservation of the right to amend for that purpose to the developer or the association of co-owners. The law further specifies that such an amendment--that is, an amendment that does not materially change the rights of a co-owner (or mortgagee)--includes, but is not limited to an amendment that modifies the types and sizes of unsold condominium units and their common elements. House Bill 5046 would retain these provisions, but in addition the bill specifies that an

association's documents could also be amended *without the consent of the co-owners*, in order to extend the time during which a developer could expand, contract, or convert units or common elements from six years to 10 years (as described above) provided that the current six-year time limit is still in effect, before the amendment to extend the time occurs.

MCL 559.131 et al.

ARGUMENTS:

For:

Proponents of the bill say that the extended time limit proposed by this legislation will eventually increase condominium sales, after allowing developers to weather the worst of Michigan's economic downturn. The bill amends the Condominium Act to specify that a condominium association's documents can be amended, without the consent of the co-owners, in order to extend from six years to 10 years the timeframe during which a developer can expand a newly built condominium project beyond phase I. Currently condominium projects remain incomplete, because developers cannot expand their projects within the six-year time limit.

Proponents note that the bill would extend the time-limit for a period of ten years, but then sunset that provision on December 31, 2021. During the ensuing time, proponents argue that the economy will have time to recover, and condominium sales--which lag residential sales, having lost both value and appeal--will regain their market share in the real estate housing markets throughout the state.

Against:

Opponents of the bill have questioned why co-owners in the already purchased condominium units are not informed about the developer's plans to change their condominium community. Why, they ask, would you amend the master deed of an emerging development, without the consent of those who have already invested in the community? They argue that greater transparency is essential for existing co-owners. They have a need to know a developer's plans for the project, because a developer's unilateral decision would likely greatly affect their property values.

POSITIONS:

The Michigan Association of Realtors supports the bill. (12-1-11)

The Michigan Association of Home Builders supports the bill. (12-1-11)

The Community Association Institute is neutral on the bill. (12-1-11)

Legislative Analyst: J. Hunault
Fiscal Analyst: Paul Holland

■ This analysis was prepared by nonpartisan House staff for use by House members in their deliberations, and does not constitute an official statement of legislative intent.